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ABSTRACT

The programed course was written to help jail officers assume the demands of jail work and emphasizes that, in addition to routine tasks, officers must be fully prepared to serve an important function for society as well-trained, responsible professionals. Much of the officer's job will depend on his ability to make decisions and to avoid the mistakes and disproven beliefs of the past. The course material includes discussions of mistakes which other men and women have made on the job; this anecdotal background material was supplied by Federal Jail Inspectors. The second book of the course familiarizes the officer with the reasons for following the established procedures and may enable him to suggest improvements in existing systems to the jail administrator. The book illustrates three essential goals of the jail which the procedures have been developed to meet: (1) protection of the safety of jail personnel, (2) safekeeping and welfare of prisoners, and (3) protection of society by prevention of escapes. (Author/AJ)

ED 095259

Jail Operations

A Training Course for Jail Officers

Programmed Instruction: Book 2: Jail Operations

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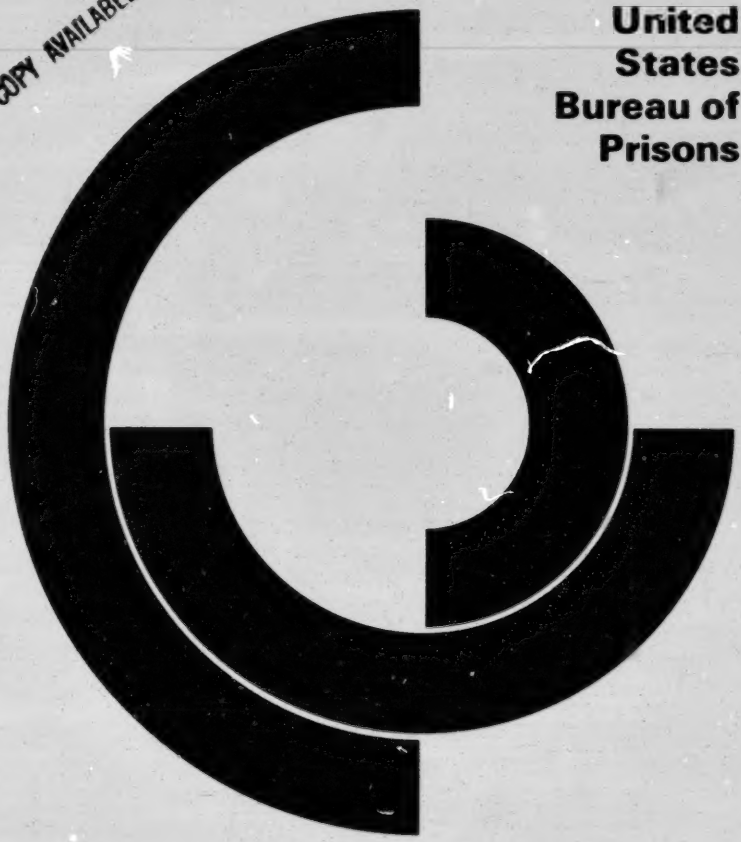
United States Bureau of Prisons



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CE001782

Jail Operations

A Programmed Instruction Course based on the text, The Jail: Its Operation and Management

For sale by the Superintendent of Documents, U.S. Government Printing Office
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Alice Howard Blumer

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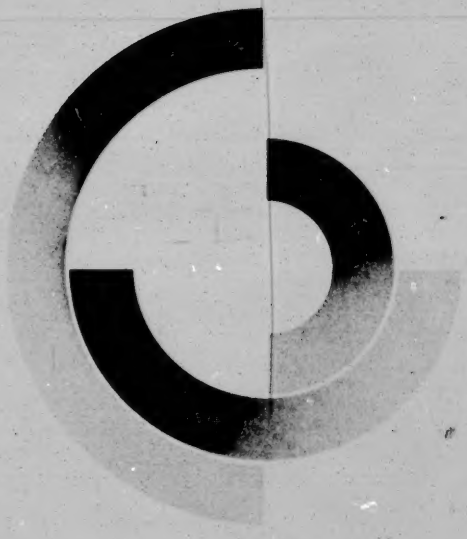
Preface

This course is for jail officers. It was written to help them assume the difficult and challenging demands of jail work. The course emphasizes that, in addition to the routine tasks which officers must learn to perform in the jail, they must also be fully prepared to serve an important function for society as well-trained, responsible professionals. Much of the jail officer's job will depend on his ability to make important decisions and to avoid the mistakes and disproven beliefs of the past. The course material includes discussions of mistakes which other men and women have made on the job; it is hoped that jail officers can learn from these things and avoid making the same errors. Naturally, there can be no substitute for actual on-the-job experience. But it is hoped that by participating in this course, jail officers will be better prepared to perform in a professional, competent manner on the job than if they were required to learn only "by doing".



Alice H. Blumer
Madison, Wisconsin

Acknowledgement

Much of the anecdotal background material found in these pages was supplied by the Federal Jail Inspectors who willingly devoted their time recalling pertinent experiences for the author. The author is indebted to these men; their material has done much to enliven these pages.

The Jail Inspectors also contributed time and effort to the field testing of the material. They are: John L. Anderson, Charles R. Burns, Frank D. Chastain, Merlyn D. Coons, John W. Cossett, Hugh R. Crum, Francis J. Kirkland, John W. McGinnis, Max L. Mustain, Oscar L. Olive, and Hubert H. Raney.

Throughout the development stages of this course, the men of the Dane County Jail, Madison, Wisconsin, have consistently cooperated with and assisted the author, not only by supplying necessary details, but also by carefully reading and responding to the material. The author wishes to thank Sheriff Vernon C. Leslie for allowing free access to the jail. Special thanks go to Captain Otis R. Lund who devoted much time to interviews and supplied needed information to the author. In addition, the following men spent many hours with the author reading and responding to material, and answering endless questions:

Deputy William C. Ludwig
Deputy Edward C. Pohlman

During the evaluation period, eleven jails offered time and manpower to participating in the sometimes long and involved steps necessary for course evaluation. The author wishes to thank the jail administrators and the men and women involved from the following jails:

Ada County Jail, Boise, Idaho
Bexar County Jail, San Antonio, Texas
Chesapeake City Jail, Chesapeake, Virginia
Franklin County Jail, Columbus, Ohio
Hamilton County Jail, Chattanooga, Tennessee
Imperial County Jail, El Centro, California
McCracken County Jail, Paducah, Kentucky
Tulsa County Jail, Tulsa, Oklahoma
Warren County Jail, Bowling Green, Kentucky
Wyandotte County Jail, Kansas City, Kansas
York County Jail, York, Pennsylvania

Note to the Reader

This course has been written in a form known as Programmed Instruction. It is *not a test*. Programmed Instruction enables you to work alone, without a teacher, and at your own pace. To participate in this type of course, all you have to do is read carefully, follow instructions and complete each book. You cannot use this course like a magazine; that is, opening at the middle and flipping through the pages. It is very important that you *begin at the beginning* and read all the material. You will see that, throughout the course, when you read some material, you will be asked to respond to some written questions and then check your answer by comparing it to the printed answer appearing on the following page. This is not, in any way, a test. It is simply a way of helping you to learn and remember the material. You will not be timed while taking this course, so you may go at your own pace, taking a break whenever you feel tired. We think you will enjoy learning in this manner, and hope that you will finish the course with a renewed feeling of pride in your profession and in your ability to perform your job with skill and confidence.

BOOK TWO: JAIL OPERATIONS

INTRODUCTION

The successful and safe operation of any jail depends on the ability of staff members to effectively follow a number of established procedures when dealing with prisoners. In this chapter, a number of these procedures will be discussed in detail. In some cases the procedures in your jail may differ from those discussed here. However, by studying this chapter, it is hoped that you will become familiar with the reasons for following the established procedures and may even be able to suggest improvements in existing systems to your jail administrator.

Procedures are not established in order to make your job harder, or in order to keep prisoners busy. You will see that all the procedures on the following pages have been developed to meet these essential goals of the jail:

- protection of the safety of jail personnel
- safekeeping and welfare of prisoners
- protection of society by prevention of escapes

An unwillingness on the part of a jail officer to carefully follow jail procedures can result in serious consequences. Often, it takes a riot, an escape, or a serious injury—even death—to prove to some jail officers that established procedures exist for a reason and must be carefully followed. Many of the frightening experiences which you will read in this chapter have been the direct result of carelessness by officers who are lulled into sloppy performance of duties because they are tired, bored, overworked, or simply because they cannot imagine that anything dangerous could occur in their jails. For your own protection, take this chapter seriously, and, if you wish, refer to it often while on the job in later months.

Note:

The only way your administrator can make improvements in jail procedures and policies is if *you* make suggestions to him. You, the jail officer, are the one who is in the best position to find fault with existing procedures and suggest needed improvements. Grumbling and complaining about poor policies and rules to other officers will only produce bad morale among officers and, subsequently, among prisoners. Simply omitting procedures in defiance of existing rules is equally poor policy.

It is an important part of your duty to tell your jail administrator whether or not established procedures are effective. And when procedures are ineffective, you should be able to suggest needed improvements or changes. There will undoubtedly be times when your administrator may have a valid reason for not adopting your suggestion. This should not become your excuse for refusing to offer suggestions in the future or for becoming bitter and uncooperative.

Admissions

In recent years, the courts have been increasingly concerned with the rights of accused persons. Police practices such as arrest policies and methods of securing confessions have often been questioned by the courts and found illegal. In keeping with this trend, it is reasonable to believe that the courts will turn their attention towards jail admission practices. In fact, some legal suits have already been successfully brought against jail admissions officers by prisoners who have been carelessly or illegally committed to jails. For your own protection, you should know that, in some jurisdictions, overlooking the requirements of the admission process *can* bring legal consequences to *you* as well as to your jail.

It would be impossible for this course to include the specific admissions requirements necessary in your jail. Some jurisdictions have very *informal* requirements and jail officers can admit prisoners without requiring official papers and signatures. If this is true in your jurisdiction, this chapter contains *more* information than you will need. However, even if this is the case, it is recommended that you read the material to gain an understanding of what some *other* jurisdictions require.

Some jurisdictions have very *strict* rules concerning admission procedures. In such jurisdictions, jail admissions officers are often held responsible for insuring that prisoners are committed to jail in strict accordance with these requirements.

This Admissions section was developed as a kind of *guideline* for those who must learn the admissions procedures of a particular jail. The course uses the examples and forms of a model jurisdiction in order to:

- demonstrate to you, by use of specific examples that the jail admissions procedure is, in some jurisdictions, a serious responsibility for jail officers
- encourage you to find out and then write down the specific requirements of your jurisdiction
- enable you to practice making decisions about the legality of model commitments as a means of preparing you to make similar kinds of decisions according to the rules of your own jurisdiction

Prisoners are brought to the jail by:

- local law enforcement officers
- law enforcement officers from other states and jurisdictions
- U. S. Marshals or Deputy Marshals
- Parole and probation officers

In each of these cases, the admissions officer can be held responsible if he admits a prisoner to the jail without requiring the proper commitment information. On the next few pages we will discuss the information necessary for a legal commitment. If you study this information carefully, and if you become thoroughly familiar with the requirements of particular forms used in your jurisdiction, you should have no trouble correctly managing the commitment procedure.

When a *local law enforcement officer* brings a prisoner to the jail, there are several things which the admissions officer should require before he can admit the prisoner:

- He should require proper identification from the law enforcement officer.
- He should require that the commitment paper be *signed by the arresting officer*. But if another officer has brought in the prisoner, the admissions officer should require a *written citation* signed by the arresting officer.
- He should require that the officer *write out a legal charge* against the prisoner.
- If he has any doubts about the legality of the charge against the prisoner, he should require that the prisoner remain in custody of the officer until he has consulted a qualified person concerning the advisability of holding the prisoner in jail.

When you have worked in the jail for a long period of time, you will become familiar with most of the local police, sheriff's deputies and state patrolmen who bring prisoners to the jail. Naturally, if you are *certain* that you know a law enforcement officer, it will not be essential to ask for identification. But it is never a good policy to merely accept a man's uniform as proof of his identity. When in doubt at all, always ask to see these identifying items:

- Badge

and

- Official Identification Card

An Official Identification Card

- is issued by the agency to which the escorting person belongs
- usually contains the following:
  - —signature of agency director
  - —picture of the person it identifies
  - —other information such as identifying number, the holder's title, etc.

An Unofficial Identification Card

- is usually a small, white business card
- can be printed by anyone, at his own expense
- contains no official signatures or photographs
- usually contains only the holder's name and title along with his address and telephone number

The following cards represent the type of identification that is often presented to jail officers. Below each card, indicate whether you consider it to be acceptable or unacceptable when being used by an officer bringing a prisoner to the jail for commitment.

1.

Milton County
OFFICE OF THE SHERIFF

RONALD D. SMITH

3 N. Main St., Mansfield, Ohio 44902 419-525-3300

ACCEPTABLE ☐ UNACCEPTABLE ☐

2.

The University of Wisconsin
POLICE IDENTIFICATION

NO. 696

This Certifies That

Douglas H. Robbins

has been appointed as a Police Officer of The University of Wisconsin, Madison, Wisconsin, and is authorized to enforce laws of the State and the Wisconsin Administration Code.

Chief of Police

Douglas H Robbins
Signature of Police Officer

ACCEPTABLE ☐ UNACCEPTABLE ☐

Turn page for answer . . .

Answer:

1. Unacceptable — this is an *unofficial* business card
2. Acceptable

It is essential that you require official identification at the time of admission for these reasons:

1) so that you can be certain that the person committing the new prisoner is authorized to do so
2) so that you can keep an official jail record indicating *who* committed each prisoner and *where* this person was from

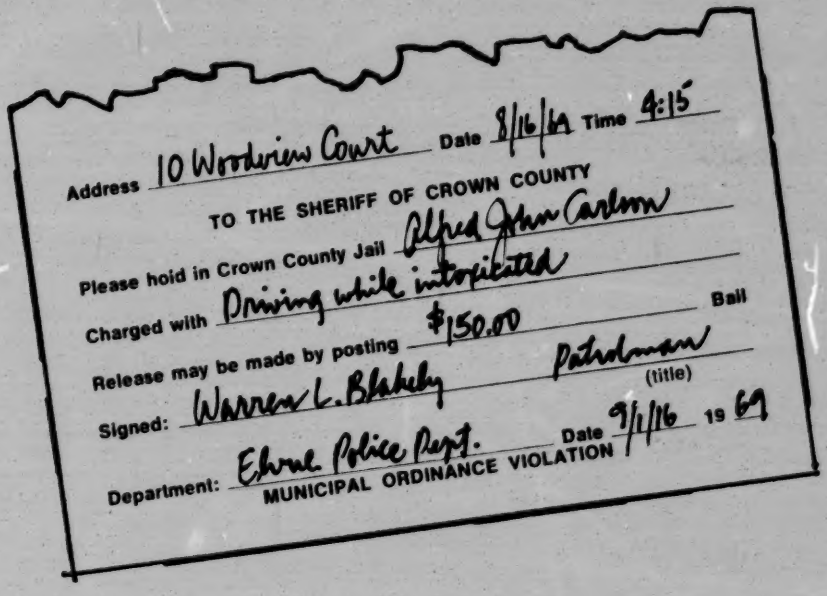
Note:

Proper identification of *all* unknown persons seeking to enter your jail is an important requirement. You should ask for and receive proper identification before allowing unknown persons to enter your jail. A business card is *never* sufficient. If, for instance, an unknown attorney seeks to enter your jail using his business card, you must require official identification such as his driver's license.

When a police officer accompanies the prisoner to the jail, you should determine whether or not he was the arresting officer. Most jurisdictions require that the prisoner **cannot** be admitted to jail UNLESS:

- he is accompanied by the arresting officer
  OR
- a written citation is presented that contains the formal charges against the the prisoner and is **signed by the arresting officer.**

Officer Warren Blakely went to the scene of an accident and was on hand when officer William Tuttle arrested a man for driving while intoxicated. Tuttle asked Blakely to accompany the prisoner to the county jail for commitment. At the jail, Blakely filled out the commitment order in this manner:


Address 10 Woodview Court Date 8/16/69 Time 9:15
TO THE SHERIFF OF CROWN COUNTY
Please hold in Crown County Jail Alfred John Carlson
Charged with Driving while intoxicated
Release may be made by posting $150.00 Bail
Signed: Warren L. Blakely Patrolman (title)
Department: Elwood Police Dept. Date 9/1/16 19 69
MUNICIPAL ORDINANCE VIOLATION

Although Blakely's identification was proper and although the charge was legal, the admissions officer at the jail still was unable to legally admit the prisoner. Can you think of the reason why?

Turn page for answer . . .

Answer:

This jurisdiction obviously requires a written citation from the arresting officer. Blakely was *not* the arresting officer. Although it was perfectly legal for him to take the prisoner to the jail for Tuttle, it would be illegal for the jail officer to accept the prisoner without a *citation* that was filled out and *signed* by the arresting officer.

Is it necessary in your jurisdiction to require a written citation signed by the arresting officer if he does not accompany the prisoner? (Find out and indicate your answer here):

YES ☐ NO ☐

A legal charge against a person is usually a charge which appears in the *statute book* of the state in which the person is charged. Here are some examples of actual legal charges which appear in statute books:

- Carrying a concealed weapon
- Burglary
- Gambling
- Keeping a place of prostitution

You should make an effort to *learn and remember* the charges that appear most regularly in your jail. And, if you are not familiar with a particular charge, *look it up* in the statute book.

If you do not know how to look up statutes, you should seek the help of another, more experienced officer who *does* know how. Checking formal charges in the statute book is a good practice for jail admissions officers because it often avoids legal difficulties and clears up many doubts which may exist about the legality of a charge. However, even *without* a statute book, it is possible for an experienced officer to recognize *illegal* charges which have been made against people being admitted to the jail:

- Investigation
- Under suspicion
- Under observation for mental illness

It is not difficult to recognize that these "charges" are vague and uncertain; they do *not* state what felony or misdemeanor the person is being charged with. It is a requirement that a formal charge *must* explain the actual felony or misdemeanor charged against the person being committed.

Listed below are some actual entries in jail records that have been considered as "legal charges" by admissions officers. See if you can use your judgement to determine which ones are probably legal charges and which are obviously sloppy or illegal charges.

	Formal Charge	*Legal*	*Illegal*
1.	"Negligent operation of a vehicle"		
2.	"Receiving stolen property"		
3.	"Hold for Parole Officer Sands"		
4.	"Fraudulent use of a credit card"		
5.	"Unknown at this time—checking further"		
6.	"Investigation for suspicious actions"		

Turn page to check your answer . . .

Answer:

	Formal Charge	*Legal*	*Illegal*
1.	"Negligent operation of a vehicle"	X	
2.	"Receiving stolen property"	X	
3.	"Hold for Parole Officer Sands"		X
4.	"Fraudulent use of a credit card"	X	
5.	"Unknown at this time—checking further"		X
6.	"Investigation for suspicious actions"		X

What charges appear most regularly in your jail? Find out and write them below.

Since you are a jail officer and are not an attorney, it may be difficult, in many cases, for you to determine whether or not a charge brought against a man is legal. In instances *where you are in doubt* about a charge, you should not hesitate to seek help from a qualified person *before* admitting a new prisoner. Below is an example of how an officer wisely sought help in determining the legality of a charge *before* admitting a prisoner.

> Recently, an officer in a large county jail was on duty at the admissions desk when a police officer attempted to commit a man for "Possessing a false identification card". The officer had noticed this card in the man's wallet when he was examining the man's driver's license and registration after stopping him for a speeding offense. The jail officer was unsure that this was a legal charge, especially since the man had not tried to use the identification card. Instead of admitting the prisoner to the jail, he requested that the arresting officer take the prisoner to the District Attorney's office which was nearby and seek his advice on the legality of the charge. As it turned out, the District Attorney advised the policeman not to press the charge and the man was allowed to go free with only a speeding ticket.

AS SOON AS THE ADMITTING OFFICER ACCEPTS A PRISONER FROM A POLICE OFFICER, THE PRISONER IS THE JAIL OFFICER'S RESPONSIBILITY.

Many law enforcement officers consider it an annoying inconvenience when a jail officer refuses to accept a prisoner. However, it is part of *their job* to make certain that their charges are legal and that they provide the proper forms and identification for jail officers. Do not feel that, because a law enforcement officer is annoyed or inconvenienced by your refusal to admit his prisoner immediately, you should ignore the rules and admit the prisoner anyway. *You* are the one who will be responsible if you admit a prisoner carelessly or without regard for the rules.

Keeping in mind the *general* rules you have just studied, fill in the following blanks with the proper words.

1. A local law enforcement officer brings a prisoner to the jail for commitment. You should ask to see the officer's _____ and official _____ _____.
2. You are shown the commitment order by the arresting officer. You should be sure that the order contains the signature of _____ _____.
3. You are shown the commitment order by an escorting officer who did not make the arrest. Besides the signature on the commitment order, you must ask to see _____ _____ _____.
4. In examining the commitment order, be sure it includes a written, legal _____ _____ made by the arresting officer.
5. You are in doubt about the legality of holding the prisoner. You should _____ _____.

Turn page for answers . . .

Answer:

1. A local law enforcement officer brings a prisoner to the jail for commitment. You should ask to see the officer's BADGE and official IDENTIFICATION CARD.
2. You are shown the commitment order by the arresting officer. You should be sure that the order contains the signature of THE ARRESTING OFFICER.
3. You are shown the commitment order by an escorting officer who did not make the arrest. Besides the signature on the commitment order, you must ask to see A WRITTEN CITATION SIGNED BY THE ARRESTING OFFICER.
4. In examining the commitment order, be sure it includes a written, legal CHARGE made by the arresting officer.
5. You are in doubt about the legality of holding the prisoner. You should SEEK THE ADVICE OF A QUALIFIED PERSON.

When a court orders a prisoner to be confined you should not admit the prisoner UNTIL:

- You are presented with a legal form that has been signed by the committing judge, by the court commissioner, or by the chief deputy clerk of the court.

FIND OUT WHOSE SIGNATURE IS REQUIRED ON COURT COMMITMENT FORMS IN *YOUR* JURISDICTION AND MAKE SURE THAT EACH COMMITMENT ORDER WHICH IS PRESENTED TO YOU BY THE COURT BEARS THIS SIGNATURE *BEFORE* YOU ADMIT A PRISONER TO THE JAIL.

Whose signature is required on court commitment forms in your jurisdiction? (find out and write the answer below):

Often, *law enforcement officers from other states* bring their prisoners to a local jail for the night when they are passing through (in transit). Usually, they are taking prisoners back to their own jurisdictions. These officers request that the prisoners be admitted to the jail overnight for safekeeping.

When admitting prisoners such as these for a temporary stay in the jail, most require that the following be presented to the admissions officer:

- The *badge and official identification card* of the accompanying officer
- *Legal papers indicating the charge* against the prisoner and the signature of the presiding judge

Usually the accompanying officer is also required to:

- Fill out a form provided by the jail

It is *extremely important* that an admissions officer examine the official identification of the officer accompanying the prisoner.

Also, he should ask to see the legal papers which the accompanying officer has in his possession concerning the prisoner. In most cases this will be either a "Judgement and Commitment" paper from a court that has sentenced the person or an "Extradition" paper from the state which holds charges against the person. As a rule, the admissions officer will be expected to examine the papers to see if they are signed by a judge (if it is a "Commitment" paper) or by the governor of the state (if it is an "Extradition" paper). Often these official signatures are stamped in ink and initialed by a court clerk or a member of the governor's staff.

What are the requirements of your jurisdiction concerning temporary admission of prisoners accompanied by law enforcement officers from other jurisdictions? (find out and write the answers here):

_____

_____

_____

_____

_____

_____

Very often, a U. S. Marshal or his deputy will be "in transit" with one or more prisoners and will ask a local jail to house the prisoner(s) for the night or for a few days. In this case, many jurisdictions require the following:

- The Marshal's (or deputy's) official identification
- A correctly filled out form provided by the jail containing:
  - The name(s) of the prisoner(s)
  - The signature of the Marshal or deputy

What are the requirements of *your* jail that must be fulfilled before admitting a prisoner accompanied by a Marshal, for a temporary stay? (find out and write the answer here)

Often the U. S. Marshal or his deputy will bring a prisoner to be committed to your jail for *pre-trial confinement*. Unlike an "in-transit" confinement, a pre-trial confinement can last anywhere from several weeks to several months. In addition to requiring:

- Proper identification of the Marshal or his deputy escorting the prisoner

and

- A properly filled out form including the name of the prisoner and the signature of the Marshal or his deputy,

most jurisdictions *also* require:

- A legal paper signed by a *federal judge* or court commissioner which contains the name of the prisoner and the formal charge against him.

When a U.S. Marshal or his deputy brings a federal prisoner to your jail for a "pre-trial" commitment, what must the admissions officer require? (find out and write the answer here):

_____

_____

_____

_____

_____

_____

_____

_____

Sometimes, parole and probation officers will bring prisoners to the jail on charges of violating their parole or probation. When this happens, most jails require that they present an official written document which authorizes the detention of the prisoner. In most jurisdictions it is *incorrect* to simply accept a verbal statement from the officer. Serious legal consequences (charges of unlawful imprisonment) could result if *official written authorization* is not required before committing a parole violator.

Does your jurisdiction require a written authorization from a probation or parole officer committing a prisoner?

YES ☐ NO ☐

If your answer was yes, what information must appear on the document? (find out and write your answer here):

_____

_____

_____

_____

_____

NOTE:

When a parole or probation officer orders commitment of a prisoner and a *law enforcement officer* escorts the prisoner, the officer should bring the official authorization form with him. In most jurisdictions it is improper for an admissions officer to simply telephone the parole or probation officer and receive verbal authorization.

(tear out along this line)

Naturally, it is extremely difficult to remember all the information which was covered in the previous pages. This chart was designed to serve as a reference for admissions officers in the jail. BE SURE THAT YOU FIND OUT AND LIST THE REQUIREMENTS THAT ARE PECULIAR TO YOUR JAIL AND ARE NOT LISTED HERE. THEN, USE THIS CHART AS A REFERENCE.

Committing Authority	Type of Commitment	General Requirements for Admitting Prisoner	Additional or Differing requirements of *your* jurisdiction (find out and write them below)
Arresting Officer	Commitment for alleged misdemeanor or felony	• Official ID • Signed commitment order • Legal charges	_____ _____ _____ _____
Escorting Officer (not arresting officer)	Commitment for alleged misdemeanor or felony	• Official ID • Written citation signed by arresting officer • Legal charges	_____ _____ _____ _____
Court	Pre-trial commitment or Commitment for sentence	• Legal commitment paper signed by committing judge, court commissioner or chief deputy clerk of court.	_____ _____ _____ _____ _____
Out-of-state law enforcement officer	"In-transit" commitment	• Official ID • Legal papers (Judgement & Commitment or Extradition) concerning prisoner signed by presiding judge or Governor in that jurisdiction or state.	_____ _____ _____ _____ _____ _____ _____ _____

(tear out along this line)

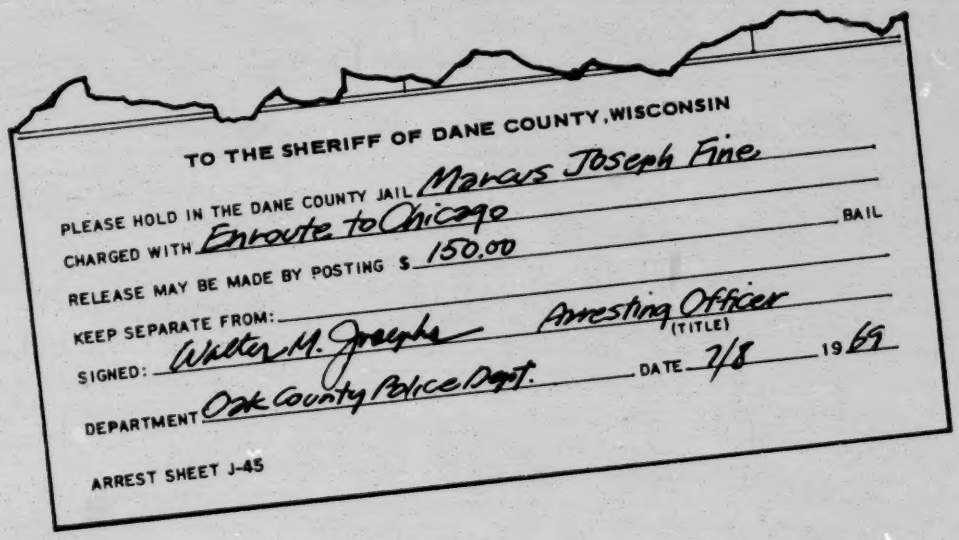
Committing Authority	Type of Commitment	General Requirements for Admitting Prisoner	Additional or Differing requirements of *your* jurisdiction (find out and write them below)
U.S. Marshal or his Deputy	"In-transit" Commitment	• Official ID • Completed form required by jurisdiction – signed by Marshal or Deputy	_____ _____ _____ _____ _____
U. S. Marshal or his Deputy	"Pre-trial" commitment	• Official ID • Completed form required by jurisdiction – signed by Marshal or his deputy • A legal paper signed by a federal judge or court commissioner which contains the name of the prisoner and formal charges against him.	_____ _____ _____ _____ _____ _____ _____ _____ _____
Parole or Probation Officer	Commitment for parole or probation violation	• Official ID • Official paper authorizing commitment	_____ _____

NOTE: Whenever the committing authorities are not able to meet the specific requirements of your jurisdiction, the admissions officer should *not* admit the prisoners. And whenever there is doubt about a situation, you should seek the advice of a qualified authority before taking the responsibility of accepting or rejecting a prisoner.

25/26

On the next few pages are examples of papers that law enforcement officers might present to a jail admissions officer in order to commit a prisoner to the jail. Assume that each of the accompanying officers presented adequate identification to the admissions officer. Decide whether or not you could legally admit each of the prisoners on the basis of the papers presented.

Presented by a Local Police Officer


TO THE SHERIFF OF DANE COUNTY, WISCONSIN

PLEASE HOLD IN THE DANE COUNTY JAIL Marais Joseph Fine

CHARGED WITH Enroute to Chicago

RELEASE MAY BE MADE BY POSTING $ 150.00 BAIL

KEEP SEPARATE FROM:

SIGNED: Walter M. Joseph Arresting Officer (TITLE)

DEPARTMENT Oak County Police Dept. DATE 2/8 1969

ARREST SHEET J-45

According to the general rules for admission could you legally admit this prisoner? _____

If your answer was no, give your reasons here _____

_____

_____

Turn page to check your answer . . .

Answer:

You could not legally admit this prisoner. The charge does not contain a statement of the felony or misdemeanor of which the man is accused.

Presented by a U. S. Marshal in transit–

Form No. USM–40
(Ed. 10–1–64)

UNITED STATES MARSHAL
_____ DISTRICT OF _____

PRISONER REMAND OR ORDER TO DELIVER

To the Keeper of JACKSON COUNTY Jail Date: _____

THE FOLLOWING UNITED STATES PRISONER(S):

BENJAMIN F. JOSEPHS _____

ELMER L. KINGMAN _____

FRANCES E. COOK _____

☐ are herewith remanded to your custody.

☐ are to be delivered to representative presenting and signing this order.

_____
United States Marshal

by _____
Deputy Marshal

THE ABOVE NAMED FEDERAL PRISONER(S) WERE RECEIVED:

BY _____

TITLE _____

U S GOVERNMENT PRINTING OFFICE 1966 O—788-213

According to the general rules for admission could you legally admit this prisoner? _____

If your answer was no, give your reasons here _____

_____

_____

Turn page to check your answer

Answer:
You could not legally admit these prisoners until the Marshal signs the form.

This is the **only** paper presented by Deputy U. S. Marshal committing a prisoner to your jail for pre-trial commitment:

Form No. USM-40
(Ed. 10-1-64)

UNITED STATES MARSHAL
_____ DISTRICT OF _____

PRISONER REMAND OR ORDER TO DELIVER

To the Keeper of Sand County Jail Date: 9/18/69

THE FOLLOWING UNITED STATES PRISONER(S):

Lloyd E. McDonald

☐ are herewith remanded to your custody.

☐ are to be delivered to representative presenting and signing this order.

United States Marshal

by Alexander D. Fredericks
Deputy Marshal

THE ABOVE NAMED FEDERAL PRISONER(S) WERE RECEIVED:

BY _____

TITLE _____

U.S. GOVERNMENT PRINTING OFFICE 1964 O—748-213

According to the general rules for admission could you legally admit this prisoner? _____

If your answer was no, give the reason why _____

_____

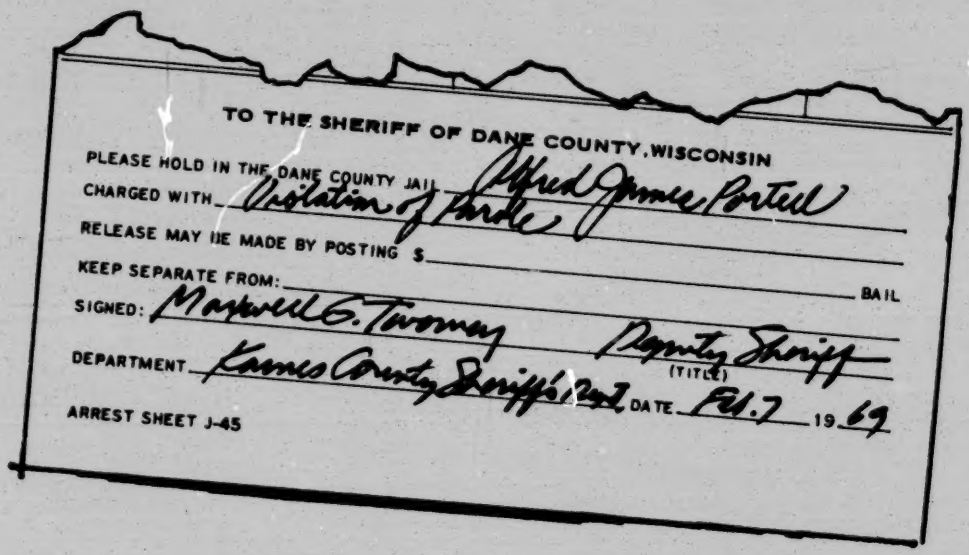
_____

Turn page for answer . . .

Answer:

You could not legally admit the prisoner to your jail for pre-trial commitment unless this form was accompanied by a paper signed by a Federal judge or court commissioner which contains name of prisoner and charges against him.

PRESENTED BY A DEPUTY SHERIFF
(no other papers were presented)


TO THE SHERIFF OF DANE COUNTY, WISCONSIN

PLEASE HOLD IN THE DANE COUNTY JAIL Alfred James Portell

CHARGED WITH Violation of Parole

RELEASE MAY BE MADE BY POSTING $ _____ BAIL

KEEP SEPARATE FROM: _____

SIGNED: Maxwell G. Twomey Deputy Sheriff (TITLE)

DEPARTMENT Kames County Sheriff's Dept. DATE Feb. 7 19 69

ARREST SHEET J-45

According to the general rules for admission could you legally admit this prisoner? _____

If your answer was no, give the reason why _____

_____

_____

_____

Turn page to check your answer . . .

Answer:

According to the charge, which the deputy listed, the prisoner was a parole violator. He should also have presented an official document authorizing detention of this prisoner. Since he did not present the form, it would be illegal for a jail admissions officer to admit the parole violator.

Even when the escorting officer has shown his official identification and has met the other requirements of your jurisdiction necessary for a legal commitment of a prisoner, you should not admit the prisoner without considering the following two questions:

Is the prisoner a juvenile?

Is the prisoner injured, unconscious, or in obviously poor physical condition?

What to do about these two types of prisoners is totally dependent on the rulings of your jurisdiction. Be sure that you know exactly what your jurisdiction requires.

Some jurisdictions do not allow the admission of juveniles to the jail at all. Other jurisdictions require the jail admissions officer to accept juveniles *as long as the commitment is legal*.

Find out from a qualified authority what the rule is in your jurisdiction regarding admission of juveniles to the jail. Is it legal or illegal for the jail admissions officer to accept juveniles?

WRITE DOWN THE RULING OF YOUR JURISDICTION REGARDING ADMISSION OF JUVENILES TO THE JAIL: _____

_____

_____

_____

_____

Some jurisdictions do not allow admission of injured or ill prisoners to the jail. Other jurisdictions require that all such prisoners be admitted to the jail and that the jail be held responsible for their medical care.

Here is a form used by a jail in a jurisdiction where jail admissions officers are required to refuse admission to injured or ill prisoners:

INJURED PRISONER REPORT

Name of Prisoner_____ Case #_____

Nature and extent of Injuries

Treatment Given:

In your opinion is the physical condition of this prisoner such that he may be held in custody in Madison Jail without endangering his life or health?:Yes___No___
Has the prisoner an alcoholic breath?: Yes___No___.

Time entered hospital _____AM/PM Date_____Time discharged_____AM/PM Date_____

Nurses in attendance_____Signed_____

Officer_____Hospital_____Interne or M.D.

Prisoners giving evidence of serious injury or illness and prisoners injured during arrest shall be taken to a hospital for examination or shall be examined by the City physician before being locked up. No prisoner taken to a hospital for examination or treatment shall be removed until this form has been properly executed. Every unconscious prisoner shall immediately be taken to a hospital.
KM-31

NOTE THAT: This jail requires that the law enforcement officer escorting the prisoner obtain the signature of an Interne or Medical Doctor on the above form **before** the jail admissions officer will accept the prisoner. In this way, the jail **cannot** be held responsible if an injured prisoner dies or worsens while in the jail.

In some jurisdictions, the jail *must* accept prisoners that are injured or in poor physical condition. In these jurisdictions, *the jail is responsible* for seeing that the prisoner receives medical attention, not the arresting law enforcement officer.

WHAT IS THE RULING OF YOUR JURISDICTION CONCERNING ADMISSION OF INJURED OR ILL PRISONERS TO THE JAIL? Find out and write the ruling here: _____

_____

_____

_____

An admissions officer in a jail which *must*, under law, admit injured or ill prisoners bears a heavy responsibility. He should consult with the jail physician for help in learning danger signs evident in injured or ill prisoners. For instance, he should ask the physician for help in learning to recognize the difference between simple drunkenness and a possible diabetic, epileptic or otherwise injured condition. (Many of these conditions will be discussed in detail in the chapter called "Special Prisoners"). The admissions officer should always practice this essential policy: WHEN IN DOUBT ABOUT A PRISONER'S CONDITION, ALWAYS CALL A DOCTOR OR AN AMBULANCE.

In one county jail which is required to admit injured or ill prisoners, an alert admissions officer noticed that an intoxicated prisoner was an alarming shade of yellow. Recognizing this as a danger sign indicating severe liver disease, the officer immediately called an ambulance and had the man admitted to a local hospital. Unfortunately, the man died a week later of cirrhosis of the liver, but at least he had received medical attention and had been given a chance to recover. He was not neglected and allowed to die in the jail unattended.

In another jail, an admissions officer noticed that while being admitted, a new prisoner was suffering from a bloody nose. The officer, having been trained in basic first aid, saw to it that the man received initial treatment for the bloody nose. He then wisely checked on the man at regular intervals. After an hour, the officer noticed that the bleeding was getting worse, and immediately called a doctor who found that the prisoner was hemorrhaging and needed emergency treatment at the local hospital. The officer was later commended for saving the prisoner's life. Another, less alert officer might well have found himself faced with the death of a prisoner while in jail.

Indicate which of the following statements are true and which are false:

	TRUE	FALSE	
1.	☐	☐	No jail should accept injured or ill prisoners under any circumstances.
2.	☐	☐	In jurisdictions where a jail is required to accept injured or ill prisoners, the admissions officers should consult a medical doctor about possible health danger signals which might be present in new prisoners.
3.	☐	☐	In a jurisdiction where a jail is required to accept injured or ill prisoners, the admissions officer cannot be considered responsible for any deaths or serious illnesses which result after admission.

Turn page to check your answer . . .

Answer:

1. False— In some jurisdictions admissions officers are required by law to accept injured or ill prisoners.
2. True
3. False— Once the officer has admitted an injured or ill prisoner he must see that the prisoner is checked at regular intervals and receives medical attention if possible.

Can you finish the following statement?
When in doubt about a prisoner's condition, _____

_____

_____

Turn page to check your answer . . .

Answer:

Although your wording is probably different, the statement should be like this: WHEN IN DOUBT ABOUT A PRISONER'S CONDITION *ALWAYS CALL A DOCTOR OR AN AMBULANCE*.

Once the admissions officer has made the decision to admit the prisoner, he will be required to keep a formal jail record containing information about the prisoner such as:

- charge against the prisoner
- age, sex
- residence
- marital status
- employment

etc.

While he is gathering this information from the prisoner, the admissions officer must remember the following rule:

> An admissions officer must *not* ask questions about details of the crime that the prisoner allegedly committed. This type of interrogation by a jail officer can be considered a *violation of the prisoner's rights*.

REMEMBER: ASK ONLY QUESTIONS NECESSARY TO CORRECTLY FILL OUT THE ADMISSION FORMS.

Put an "X" next to the questions which clearly indicate that, by asking them, the officer is violating the prisoner's rights:

___ 1. "Why were you carrying a gun if you didn't intend to rob the store?"
___ 2. "What is your present home address?"
___ 3. "Are you employed at this time on a regular basis?"
___ 4. "At what time did you steal the car?"
___ 5. "When the officer arrested you, were you still carrying the gun which you shot the watchman with?"
___ 6. "You stated that you *were* married. Does this mean that you are separated or divorced? Or is your wife deceased?"
___ 7. "What is your version of what happened and why you were arrested?"

Turn page to check your answers . . .

Answer:

The questions marked with "X" clearly indicate a violation of the prisoner's rights by the officer who asked them:

X 1. "Why were you carrying a gun if you didn't intend to rob the store?"
___ 2. "What is your present home address?"
___ 3. "Are you employed at this time on a regular basis?"
X 4. "At what time did you steal the car?"
X 5. "When the officer arrested you, were you still carrying the gun which you shot the watchman with?"
___ 6. "You stated that you *were* married. Does this mean that you are separated or divorced? Or is your wife deceased?"
X 7. "What is your version of what happened and why you were arrested?"

Very few jails have a formal procedure for evaluating prisoners, assigning them a custody classification, and deciding where they should be housed. For this reason, it is generally the responsibility of the admissions officer to decide whether the prisoner should be placed in a dormitory, a single cell, or a multiple occupancy cell unit. In many cases, serious legal consequences have resulted in jails where there has been no attempt to evaluate prisoners and their housing assignments.

In general, an admissions officer must rely on his own judgement when making assignments. Several very basic rules can be followed by the officer when making assignments, but he must be prepared to use his own judgement and imagination when faced with exceptions. The basic rules for housing assignments are the following:

- Violent aggressive prisoners should, if possible, be housed alone. Under no circumstances should they be housed with older or weaker prisoners.
- Known homosexuals should be housed alone if possible.
- Youthful prisoners should be kept apart from older, more experienced prisoners.
- Lame and infirm prisoners should, whenever possible, be housed in an area where jail services are readily available to them. They should not be housed where they will have to climb stairs to reach such services as sick call or dining.
- Mentally ill prisoners should be housed alone, and carefully watched (until other, more suitable arrangements outside the jail can be made for them).
- Prisoners believed to be under the influence of drugs or alcohol should be diverted to a detoxification center if such services are available. If not, they should be housed separately and kept under close observation for adverse reaction to the intoxicant. Staff should be particularly sensitive to the possibility of confusing intoxication with insulin reaction or a head injury. (An increasing number of jurisdictions do not regard intoxicated persons as responsible for their acts or do not permit arrest and/or confinement for intoxication.)

Note:

In a later chapter in the course, we will discuss special prisoners such as the mentally ill, homosexual and infirm in more detail. In this later chapter, you will be given some guidelines indicating how to identify and watch for these types of prisoners.

Overall, it is important for the jail admissions officer to keep in mind that assigning prisoners to cells is an extremely important duty and, when done without careful consideration, can lead to serious legal problems for the jail. The following examples show what can happen when an admissions officer has not given careful attention to cell assignments.

> In one county jail, a mentally ill prisoner was assigned to a cell with an elderly prisoner. During the night, the mentally ill prisoner assaulted and killed the older man. The family of the dead man sued the county for failing to provide the other prisoner with the protection to which he was, by rights, entitled.

> In another county jail, a small, youthful first offender was placed in a cell with older, stronger prisoners. The man was not a juvenile, but he was, nevertheless, young and slight in build. The prisoner later sued the county for placing him in this cell where he was sexually assaulted and intimidated by the other prisoners.

Question:

Can you write out two basic rules for making cell assignments which have been ignored in these examples? Write the rules here:

1. _____

_____

2. _____

_____

Turn page to check your answers . . .

Answer:

Although your wording will be different, the two basic rules you should have mentioned are:

1. Mentally ill prisoners should be housed alone and carefully watched.
2. Youthful prisoners should be kept apart from older, more experienced prisoners.

During the admissions process, **all** personal property should be taken from the prisoner and listed **item-by-item,** and at this time the prisoner should be given a receipt for his property. During this process, it is extremely important that the officer carefully and completely describes each article taken from the prisoner. Most jails require that the admissions officer store items brought in by prisoners like wallets, watches, keys, cuff links, fountain pens, etc., in a personal property envelope like the one shown below. Notice that this envelope has a large amount of space provided for descriptions of the items stored in it (if the form provided in your jail does not have enough space in it for a description, the form should be changed or an additional form used for property descriptions).

In one county jail, an officer admitted a prisoner and made the following personal property inventory list:

Property found by officer
1 gold watch with black band
1 gold diamond ring

This property receipt was signed by the prisoner and, six months later, when he was released, the following happened:

> When given the gold watch, the prisoner claimed that the jail officer had stolen his "Lord Elgin" and had substituted it with an inexpensive "Timex". Also, he claimed that the officer returned a cheap ring that had a cut glass stone and was only gold-plated whereas his ring, he claimed, had been 18 carat gold and contained a large diamond.

After reading the personal property description provided by the jail officer, do you think a judge would be likely to reject or accept the prisoner's claims?

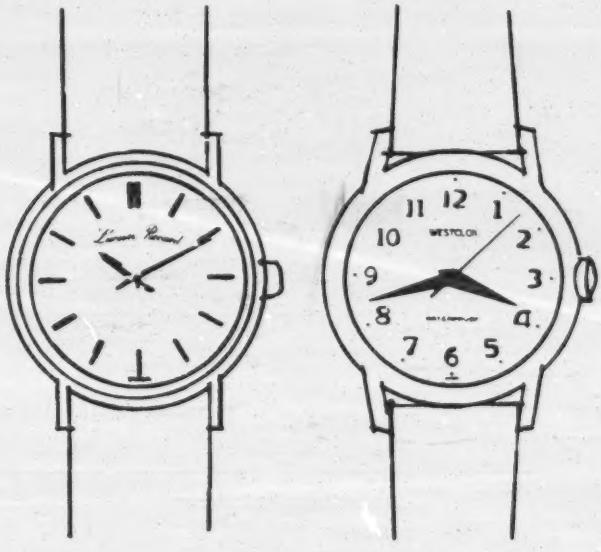
Check your answer on the following page . . .

Answer:

It was decided that the prisoner's claims should be settled since it was impossible for the jail officer to prove, by exhibiting the property receipt, that the prisoner had not arrived at the jail with these more expensive items. The jail was forced to pay the prisoner $250.00 to compensate for his "loss".

If the officer on the previous page had followed a few simple rules when describing the articles taken from the prisoner, he could have avoided the legal problem which eventually occurred. For instance:

When describing the watch, he should have looked for any label which might appear on the face and any other information which might be stamped or printed on the watch. Most watches carry labels on their faces much like these:



When describing a watch, it is always a good policy to write down any labels which appear on it. Also, if initials are inscribed on the back, the exact inscription should be copied down.

When describing *any* item of personal property to be held for a prisoner, a good rule to follow is to:

COPY ANY IDENTIFYING LABELS ON THE ITEM AND DESCRIBE ONLY WHAT YOU CAN SEE, NOT WHAT YOU ASSUME.

For example, you should generally write "Gold-colored" instead of "gold" when describing jewelry.

Suppose a prisoner was wearing a blue suit when arrested and you, the admissions officer, were required to write a personal property report listing the suit. The first thing you should do is:

LOOK FOR ANY LABELS in the suit and copy them down (if the suit has no labels, make a note of this too).

The next important thing you should do is:

DESCRIBE THE CONDITION of the suit *as you see it*. (This description should include any worn spots, stains, etc., and you should make a note of where they appear).

Another thing you should do is:

WRITE A BRIEF DESCRIPTION (mention whether or not the suit is heavyweight or light, summer weight; also note whether double-breasted, or two-button, single breasted, etc.)

Many successful false claims have been made by prisoners being released from a jail because they realize that the description of their personal property, made by an admissions officer, was incomplete and vague. When prisoners have been asked to sign a detailed, thorough property list, there is little chance that they will attempt to claim that their property has been stolen and replaced with cheaper merchandise.

The following are items of personal property that might have been taken from prisoners during admission. Read each description and mark whether it is acceptable or unacceptable according to what you have learned about making property descriptions. If a description is unacceptable, briefly give the reasons why in the space provided.

	Acceptable	Unacceptable	If unacceptable give reasons why
1. One "Zippo" lighter—gold in color. Bears inscription on one side: "To AFB from TPF, 5/19/63".	☐	☐	
2. One lady's brown leather handbag with bird design stitched on side. Contents: make-up, wallet, fountain pen, $5.00 in cash, etc.	☐	☐	
3. One lady's sweater. Pale blue, one button (white plastic) missing. Label: "Roderick Originals, Inc. 100% wool". Both elbows worn through. Spot on left pocket.	☐	☐	
4. One ball-point pen. Label: Papermate. Black with silver colored top. Clip broken off. Did not write when tried.	☐	☐	
5. One woman's ring. Silver-colored setting, bears 15 small diamonds encircling large ruby. No inscription in band.	☐	☐	

Turn page to check your answer . . .

Answers:

	Acceptable	Unacceptable	If unacceptable give reasons why
1. One "Zippo" lighter—gold in color. Bears inscription on one side "To AFB from TPF. 5/19/63"	X		
2. One lady's brown leather handbag with bird design stitched on side. Contents: make-up, wallet, fountain pen, $5.00 in cash, etc.		X	The contents of the purse should *all* have been listed and described separately.
3. One lady's sweater. Pale blue, one button (white plastic) missing. Label: "Roderick Originals, Inc. 100% wool". Both elbows worn through. Spot on left pocket.	X		
4. One ball-point pen. Label: Papermate. Black with silver colored top. Clip broken off. Did not write when tried.	X		
5. One woman's ring. Silver-colored setting, bears 15 small diamonds encircling large ruby. No inscription in band.		X	The officer cannot be sure that these are actual diamonds and a real ruby.

In most jails if prisoners are not intoxicated or seriously injured, the next phase of the admissions process includes:

BATHING AND SEARCHING THE PRISONER

If you have had any experience at all working in jails, you will know the importance of these two processes to the health and safety of all the people working and living in the jail.

Naturally, requiring a prisoner to bathe upon admission and on a regular basis thereafter is a way of controlling the spread of lice as well as a way of protecting staff and prisoners from offensive odors and germs. It is a fact that maintenance of strict rules concerning bathing contributes to high morale and self respect among prisoners. A good rule to follow is:

UNDER NO CIRCUMSTANCES SHOULD A JAIL OFFICER ALLOW ANY PRISONER TO AVOID BATHING (or showering)

Health and sanitation problems are invariably present in a jail where rules are not enforced. Other types of problems occur as well. Read what happened in a jail where bathing rules were *not* consistently enforced:

> In a small local jail, a new prisoner maintained that he was unable to bathe because of a chest injury. The officer believed this and without further search or questioning, admitted the prisoner to the men's section. Several weeks later, it was discovered that the prisoner was actually a woman who had managed to trick her way into the men's section and was having a wonderful time there.

The above example may seem absurd to you, but it is a true one. Many similar incidents have occurred in other jails. The possibility of this type of occurrence is one more reason why STRICT BATHING REGULATIONS SHOULD BE ENFORCED in your jail.

CONTRABAND is articles which are not issued or authorized for use by prisoners in your jail. Such things as drugs, weapons, sharp instruments and alcohol are universally considered contraband in jails. However, such items as money, watches and chewing gum are considered contraband in some jails and are authorized in others. LEARN WHAT ITEMS ARE CONSIDERED CONTRABAND IN YOUR JAIL.

Every prisoner entering the jail must be considered a potential carrier of disease and contraband. In order to protect the employees and prisoners of the jail from these things, a thorough search of each prisoner must be conducted. This search should be performed at the time of bathing when prisoners have not yet been admitted to the cell area. On the following pages, a STRIP SEARCH procedure will be discussed in detail. The procedure in your jail may be slightly different, but it is hoped that the search outlined here will give you a better idea of why these searches must be performed, what can happen when a search is performed carelessly, and what kinds of things are prevented by a careful, thorough search. You may even be able to improve on the system used in your jail.

As soon as a new prisoner has been required to remove his clothes in order to bathe, a jail officer should *make a thorough examination of the clothing*. Even if your jail issues uniforms to the prisoners, the street clothing and any briefcases, suitcases, etc. which the prisoner brings with him MUST be searched.

> In one county jail, street clothing and luggage brought in by prisoners is placed in a locker room which is easily accessible to prisoners. In one case, a prisoner brought a suitcase to the jail with him. No one made a search of the suitcase; and it was listed on the personal property list merely as "one brown vinyl suitcase". The luggage was stored on top of the lockers for safekeeping. Soon after this admission, the prisoner, along with two others, made an escape attempt carrying a gun. An investigation revealed that there had been a gun in the suitcase which no one had bothered to search!

When making a search of the prisoner's clothing once he has removed it, you should:

- EXAMINE ALL POCKETS FOR CONTRABAND
- RUN FINGERS OVER ALL LININGS TO CHECK FOR AREAS WHICH MIGHT CONTAIN CONTRABAND
- CHECK FLY, WAISTBAND, ALL CUFFS, ALL SEAMS, HATBANDS, AND COLLARS FOR ANY SIGNS OF CONTRABAND ARTICLES
- WHENEVER POSSIBLE, TURN ARTICLE INSIDE-OUT AND EXAMINE
- EXAMINE SOLES, HEELS, AND INSIDE OF ALL SHOES
- EXAMINE SOCKS
- EXAMINE CONTENTS OF ALL LUGGAGE AND PACKAGES FOR CONCEALED CONTRABAND

Articles of contraband which are most commonly missed during careless searches of clothing are: money, drugs, and hacksaw blades. It is not difficult to see how clever prisoners can be successful in hiding these articles from a careless jail officer. The following examples should give you an idea of the importance of carefully searching a prisoner's clothing:

In one jail which prohibits prisoners from entering the jail with money, a prisoner was able to conceal a 100-dollar bill in his sock. Although the jail officer who searched him thought he had made a careful search, he had neglected to examine the prisoner's socks. Subsequently, the prisoner contacted a trusty who agreed to purchase a pistol for whatever he could and keep the remainder of the $100. While working outside, the trusty was able to convince a passerby to purchase a gun and bring it to the jail. Needless to say, the prisoner made a successful escape.

In another jail, where there is no clothing issue to prisoners, the jail officer made a careless search of a prisoner's clothing and handed the clothing back to the prisoner. The man had sewn several hacksaw blades into the seams of his trousers, and the officer had failed to run his fingers over the seams. This careless clothing search also ended in a successful escape.

One careful jail officer inspected a prisoner's shoes and noticed that the heels were slightly loose. He found that the heels had been carefully hollowed out and the prisoner had concealed dangerous drugs in the spaces.

Suppose the items listed below are being worn or carried by a new prisoner and you are assigned to examine his clothing. After each item, see if you can list all parts of each article which you must examine in order to conduct a thorough search.

1. Shoes
   a. _____
   b. _____
   c. _____

2. Hat
   a. _____
   b. _____

3. Shirt
   a. _____
   b. _____
   c. _____
   d. _____

4. Socks
   a. _____

5. Briefcase
   a. _____
   b. _____

6. Suit jacket
   a. _____
   b. _____
   c. _____
   d. _____

7. Trousers
   a. _____
   b. _____
   c. _____
   d. _____
   e. _____

8. Outercoat
   a. _____
   b. _____
   c. _____
   d. _____

9. Underwear
   a. _____

10. Necktie
    a. _____

Turn page to check answers . . .

Answer:

1. Shoes
   a. soles
   b. heels
   c. insides
2. Hat
   a. hatband
   b. lining
3. Shirt
   a. collar
   b. pockets
   c. seams
   d. cuffs
4. Socks
   a. insides
5. Briefcase
   a. contents
   b. insides
6. Suit jacket
   a. pockets
   b. seams
   c. lining
   d. collar
7. Trousers
   a. seams
   b. cuffs
   c. pockets
   d. fly
   e. waistband
8. Outercoat
   a. lining
   b. pockets
   c. collar
   d. sleeve cuffs
9. Underwear
   a. seams
10. Necktie
    a. lining

When the prisoner has finished bathing, a thorough search of his body should be performed. There are two reasons for making a search of this type:

- to determine whether or not the prisoner has lice

and,

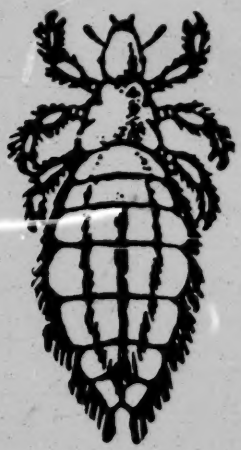
- to find any contraband which he may carry hidden on his body

Jails which employ medical personnel who perform these searches are rare. The vast majority of jails *do not* have medical personnel assigned to this task and jail officers are required to perform the STRIP SEARCH.

IMPORTANT

You may find many aspects of search procedures distasteful. However, it is *essential* that you perform these procedures carefully and thoroughly, without hesitating or overlooking aspects that you dislike.

You already know that contraband concealed on the prisoner's body can include such items as: drugs, weapons, hacksaw blades, alchoholic beverages, etc. However, you may not know about identifying the insects or signs of their existence.



(enlarged view)

The body louse is a small, wingless insect that lives on human beings, sucking human blood for nourishment and laying eggs which attach firmly to body hairs until hatching. The insect is light in color and extremely difficult to see because it tends to hide in the hairy areas of the human body. The insect's bites cause annoying itching. Lice are difficult to get rid of and travel readily from person to person in crowded situations. Since the insects also readily transmit disease from person to person, they are considered a potential health menace.

When conducting a strip search, the officer in charge should determine whether or not the prisoner is wearing any devices such as false teeth and artificial limbs. The officer should then require that these devices be removed so that he can examine them. To a new or inexperienced officer, this may seem to be an unnecessary invasion of a prisoner's privacy and personal dignity. However, long experience has proved that dangerous weapons, drugs, and money are often concealed in these artificial appliances by prisoners in the hope that they will not be discovered. A careful search, therefore, is necessary to the safety of jail personnel and prisoners.

Another thing which a jail officer should carefully examine is any kind of plaster cast which the prisoner might be wearing. Often prisoners are wearing casts on broken arms or legs and have collected lice under them unknowingly or are purposely concealing a weapon or some other illegal item there. There have even been examples of prisoners wearing false casts so that they can bring contraband into the jail. Naturally, a routine call to the prisoner's doctor should confirm whether or not the prisoner has a medical reason for wearing a cast. And if an officer determines that the cast is infested with lice or conceals contraband, he should arrange to have it removed and replaced with a new one by a medical doctor.

REMEMBER, even if you feel that it is embarrassing or unkind to ask a prisoner to remove an artificial device or limb so that you can inspect it, there is a very good reason for doing so. SOMETIME THE SAFETY OR SANITATION OF YOUR JAIL MAY DEPEND ON YOUR WILLINGNESS AND ABILITY TO CONDUCT A CAREFUL INSPECTION OF ARTIFICIAL DEVICES OR PLASTER CASTS.

Mark which of the following statements are true and which are false:

TRUE	*FALSE*	
☐	☐	1. The first thing an officer should do when beginning a strip search is determine whether the prisoner is wearing any devices such as false teeth or artificial limbs
☐	☐	2. In order to inspect an artificial limb or a pair of false teeth properly an officer *must* require that the prisoner remove them.
☐	☐	3. In order to inspect a plaster cast, an officer should have it removed.
☐	☐	4. Plaster casts are sometimes used by prisoners as a place to store dangerous contraband.
☐	☐	5. Inspecting artificial limbs, false teeth or plaster casts is an infringement of the prisoner's right of privacy.
☐	☐	6. Body lice are difficult to detect since they hide in hairy parts of the human body.

Turn page to check your answers . . .

Answers:

TRUE	*FALSE*	
X		1. The first thing an officer should do when beginning a strip search is determine whether the prisoner is wearing any devices such as false teeth or artificial limbs.
X		2. In order to inspect an artificial limb or a pair of false teeth properly an officer *must* require that the prisoner remove them.
	X	3. In order to inspect a plaster cast, an officer should have it removed.
X		4. Plaster casts are sometimes used by prisoners as a place to store dangerous contraband.
	X	5. Inspecting artificial limbs, false teeth or plaster casts is an infringement of the prisoner's right of privacy.
X		6. Body lice are difficult to detect since they hide in hairy parts of the human body.

The actual search of the prisoner's body should be thorough and systematic. The jail officer's objectives when conducting this search are: TO FIND ANY SMALL ARTICLES OF CONTRABAND which the prisoner may be carrying concealed on his body, and TO DETERMINE WHETHER THE PRISONER HAS LICE ON HIS BODY.

New officers are often amazed by the number of small articles—drugs, weapons, etc.—that experienced officers routinely find while conducting a search of this kind.

Begin the strip search with an examination of the prisoner's head.

- You may run your fingers carefully through the prisoner's hair.

OR

- You may run a large, wide-toothed comb carefully through the prisoner's hair.

WHY SHOULD YOU DO THIS?

Frequently, prisoners with thick hair are able to conceal small drug capsules, wires, blades, etc., in their hair. Only by running fingers or a comb through the hair can an officer detect these articles.

Also, since lice can usually be seen moving about when disturbed, the officer will be able to determine whether or not the prisoner has lice on his scalp.

Next, using a flashlight:

- Look into and behind both of the prisoner's ears.
- Look into his mouth and under his tongue.
- Look up his nose.

ALL THREE OF THESE AREAS PRESENT IDEAL STORAGE OPPORTUNITIES FOR ILLEGAL ARTICLES—YOU SHOULD INSPECT THEM CAREFULLY

The next step of the procedure is:

- Request that prisoner lift arms and then carefully examine armpit area for concealed contraband and lice (a flashlight should be used here to inspect for body lice in the hairy area of the armpit)

and,

- Request that prisoner open hands and carefully examine backs, palms and between fingers.

The following example helps illustrate the importance of this step of the inspection:

> In one jail, a prisoner went through the bathing process and the strip search and, when left alone in his cell, managed to slit his wrists with a pocketknife. An investigation of this incident revealed that he had been carrying the knife in the palm of his hand. He had never been required to open his hands during the search procedure!

At this point you should:

- Look the prisoner over to see if there are any tapes or bandages on his body.

Small articles of contraband as well as body lice have often been found hidden under such bandages. If there are any bandages on the prisoner:

- REMOVE THE BANDAGES AND REPLACE THEM WITH CLEAN ONES BEFORE CONTINUING THE SEARCH.

Next, using the flashlight:

- Carefully examine the prisoner's groin.

(If you use the flashlight, it will not be necessary for you to touch the prisoner at this point in the search.)

Again, here is an area where lice are likely to settle and where contraband is often concealed. Prisoners hide articles here, hoping that jail officers will be reluctant or embarrassed about making a careful search of this part of the body.

Next:

- Require the prisoner to turn around, bend over, and spread his buttocks. Then using the flashlight, look at the prisoner's rectum to see if any contraband has been placed there. (Again, there is no need for you to touch the prisoner IF you are using a flashlight).

Then, as a last step:

- Require the prisoner to lift his feet so that you can examine the soles and between the toes carefully.

The steps that have just been discussed are considered a *basic strip search* which can be applied to both men *and* women. Many jurisdictions require more thorough rectal and vaginal checks. These are usually jurisdictions which have had bad experiences with male and female prisoners who have successfully concealed drugs, weapons, etc. in these areas. Naturally, you will receive special instructions if your jurisdiction requires a more thorough examination of these areas.

See if you can complete the following sentences.

1. The objectives of conducting a strip search are: to find _____ _____ and to determine whether or not _____ _____.
2. When examining a prisoner's hair, the officer should either run his fingers through the hair or _____ _____.
3. When examining a prisoner's ears, mouth and nose, a careful officer uses a _____.
4. When an officer asks a prisoner to lift his arms, he should carefully examine the prisoner's _____ for contraband and _____ _____.
5. The prisoner who slit his wrists with a pocketknife had concealed it in his _____ where the officer searching him had forgotten to look.
6. When a prisoner is wearing any bandages, the jail officer should _____ _____ before continuing with the search.
7. When examining the pubic area, the officer will not need to touch the prisoner if _____ _____.
8. In order to make a brief examination of the prisoner's rectum, the officer should tell the prisoner to _____ _____ so that he can look at the area with his flashlight.
9. When examining a prisoner's bare feet, an officer should look at _____ _____.

Turn page to check your answers . . .

Answer:

Although your wording will be different, your answers should include the following points:

1. The objectives of conducting a strip search are to find any concealed contraband and to determine whether or not the prisoner has lice on his body.
2. When examining a prisoner's hair, the officer should either run his fingers carefully through the hair or run a large, wide-toothed comb through the hair.
3. When examining a prisoner's ears, mouth and nose, a careful officer uses a flashlight.
4. When an officer asks a prisoner to lift his arms, he should carefully examine the prisoner's armpit area for contraband and lice.
5. The prisoner who slit his wrists with a pocketknife had concealed it in his hands where the officer searching him had forgotten to look.
6. When a prisoner is wearing any bandages, the jail officer should remove them and replace them with new ones before continuing with the search.
7. When examining the pubic area, the officer will not need to touch the prisoner if he uses a flashlight.
8. In order to make a brief examination of the prisoner's rectum, the officer should tell the prisoner to turn around, bend over and spread his buttocks so that he can look at the area with a flashlight.
9. When examining a prisoner's bare feet an officer should look at the soles of the feet and between the toes.

See if you can name the steps of the strip search that you have just learned *in the correct order in which you should perform them*:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

Turn page to check answers . . .

Answer:

1. Examine hair
2. Examine ears, mouth and nose
3. Examine arms and hands
4. Look for bandages and replace with new ones
5. Examine groin
6. Examine rectum
7. Examine soles and toes of feet

Some jails are fortunate in having infirmaries with trained medical personnel who give thorough physical examinations to new prisoners. However, the majority of jails do *not* have this type of facility and must depend on the alertness of jail officers to detect illness or injuries in new prisoners. We have already discussed the responsibility of the admissions officer to determine whether or not new prisoners need immediate medical aid. However, there are other prisoners who appear unharmed when admitted, but upon closer examination, are found to have cuts, bruises or other injuries. These things are most often found by officers conducting a strip search or supervising bathing.

If you notice that a new prisoner has any cuts or bruises, a good policy to follow is:

Write down a description of the injury, along with the date of discovery and submit it to your jail administrator.

This process is a protection to the jail as well as to the prisoners being admitted. For, along with improving the chances for detecting serious injury in prisoners, this process often protects the jail from false prisoner claims. Here is one example of why this practice should be followed in every jail:

After being confined for three days in a small local jail, prisoner George Curtis sought a formal legal suit against the jail for alleged brutality towards him. He claimed that he had been badly beaten by an officer for not keeping his cell clean. He claimed that bruises on his ribs, cuts on his face and a black eye were caused by the officer's brutality. Luckily for the jail, during the admission process, an officer had noticed and carefully recorded detailed descriptions of the injuries and noted that the prisoner had arrived at the jail *with* these injuries. When faced with this written evidence, prisoner Curtis hurriedly withdrew his charges.

Some jails have solved the problem of recording injuries such as lacerations and bruises by keeping a Polaroid color camera available so that officers can photograph the injured prisoners and record the date and time of the picture. However, in jails that are not equipped with a Polaroid or other camera for this purpose, officers should write out careful descriptions of the injuries as they see them and make sure that the jail administrator sees the descriptions or that they are properly filed.

A description of an injury should include, (1) a brief description of the appearance of the injury, (2) the location of the injury and, (3) the time it was first noticed by a jail officer. The following descriptions are acceptable:

"Four-inch round, dark purple bruise on right front rib cage, apparent on admission, 5:30 p.m., 5/16/69."

and

"Four parallel 3-inch scratches on left cheek, still bleeding slightly. Apparent upon admission 7/10/69, 3:00 p.m."

Below are some descriptions of injuries that have been written by jail officers. Next to each is a checklist which you can mark to indicate if each important element of the description is adequate:

	Appearance of Injury	Location of Injury	Time Injury First Noticed
1.			
2.			
3.			
4.			
5.			

1. Injured left shin. Noticed during strip search, 5/3/69. 5:30 p.m.

2. Bruise on forehead over left eye.

3. Four-inch cut over right eye—scab has formed. Noticed at admission. 4/20/69.

4. Series of dark purple bruises on right forearm. Some swelling. Noticed during strip search. 5/16/69. 2:30 p.m.

5. Deep cut. Noticed at admission. 5/18/69, 1:00 a.m.

Turn page to check your answers . . .

Answers:

	Appearance of Injury	Location of Injury	Time Injury First Noticed	
1.		X	X	1. Injured left shin. Noticed during strip search. 5/3/69. 5:30 p.m.
2.		X		2. Bruise on forehead over left eye.
3.	X	X	X	3. Four-inch cut over right eye—scab has formed. Noticed at admission. 4/20/69.
4.	X	X	X	4. Series of dark purple bruises on right forearm. Some swelling. Noticed during strip search. 5/16/69. 2:30 p.m.
5.			X	5. Deep cut. Noticed at admission. 5/18/69. 1:00 a.m.

If your jail provides clothing for prisoners you may have wondered why it is considered necessary to do so. After all, the system of jail clothing issue may appear to cause jail officers more time and trouble than if the prisoners were merely allowed to wear their own clothes. The following examples may give you a better idea of why clothing issue will, in the long run, cause you *less* trouble in the jail.

In one jail, a prisoner wearing wool slacks and a white shirt was able to walk out unnoticed with a group of visitors who naturally assumed that he was a visitor and not a prisoner.

Jail-issued clothing serves as an easy way of identifying prisoners and thereby reduces the risk of easy escape like the one above.

In another jail, a vagrant was allowed to wear his street clothes while serving a short sentence. It took the staff six months to totally eliminate the body lice which had been hidden in his clothes and had spread quickly to other prisoners and members of the jail staff.

Use of jail-issued clothing aids in controlling the spread of body lice by eliminating the use of dirty, infested clothing.

In one small jail which does not issue jail clothing, a prisoner was badly beaten by another prisoner who was attempting to steal his expensive leather jacket.

Use of jail-issued clothing eliminates the possibility of prisoners bartering, stealing or gambling with clothing.

Does your jail issue clean, uniform and easily recognizable clothing to prisoners? If not, you may want to suggest that the system be started.

Note:

It would be almost impossible to follow all the admissions procedures mentioned in this section when admitting an *intoxicated person*. Although the admissions officer *must* require a formal charge, written by the arresting officer before admitting the person, the rest of the process does not follow the same rules. The process is different in the following ways:

- If the prisoner is incoherent, necessary personal data cannot be collected (a legal "John Doe" admission can be made or else, if the person is known to officers, they may fill out or add to the proper admission forms without questioning the person).
- The person should be housed separately. Immediate bathing may not be necessary since the prisoner will not be housed with the regular jail population. However, a thorough search for liquor and other contraband by jail officers is necessary.
- The prisoner's property must be taken from him, recorded and locked up with the other prisoner's property (when this is not done, drunks are often "rolled" by others who are stronger or less intoxicated).
- Frequent checks must be made to make sure that the intoxicated person is not ill—also, when it is noticed that the person is coherent, he should be given the opportunity to pay his fine and be released.

SUMMARY

ADMISSIONS PROCEDURES

Before you continue studying this chapter, study this *LEGAL ADMISSIONS* summary to see if you have understood all the material on admissions procedures.

Prisoners are brought to the jail by:

- local law enforcement officers
- law enforcement officers from other states and jurisdictions
- U. S. Marshals or Deputy Marshals
- Parole and probation officers

Whenever any of these people bring prisoners to be committed to the jail, it is the duty of the jail admissions officer to decide whether or not it would be legal to admit them. For a reminder of the necessary requirements, turn to the charts on page 23+25 and study them.

Admission of Injured:

In some jurisdictions, the jail must accept prisoners that are injured or in poor physical condition. In these jurisdictions, the jail is responsible for seeing that the prisoner receives medical attention, not the arresting law enforcement officer. The ruling of your jurisdiction concerning admission of injured or ill prisoners to the jail is: (be sure you write in this information before continuing)

_____

_____

_____

_____

If it is required that the jail admissions officer admit an injured or ill prisoner, the officer should CALL A DOCTOR OR AN AMBULANCE.

Interrogations:

Interrogation of a prisoner on matters other than information for jail records by a jail officer is a violation of the prisoner's rights.

Housing Assignments:

Basic rules concerning housing assignments are:

Type of Prisoner	Housing Assignment
Violent, aggressive	Housed alone (under no circumstances should they be housed with older, weaker prisoners)
Known homosexuals	Housed alone
Youthful prisoners	Housed apart from older, more experienced prisoners.
Lame and infirm	Housed where services readily available, (sick call, dining, etc.) Avoid housing where have to climb stairs.
Mentally ill	Housed alone and carefully watched.

Personal Property Descriptions:

Describing personal property correctly involves observance of the following rules:

COPY LABELS--DESCRIBE ONLY WHAT YOU SEE, NOT WHAT YOU ASSUME (that is, "gold-colored" rather than "gold")

DESCRIBE CONDITION OF THE ITEM AS YOU SEE IT

WRITE A BRIEF DESCRIPTION OF OTHER ASPECTS OF THE ITEM

Contraband:

The definition differs according to individual jails. Things *universally* considered contraband:

drugs
weapons
sharp instruments
alcohol

Items considered contraband in some jails but not in others:

money
watches
chewing gum

Items considered contraband in your jail are:
(fill in answer before continuing)

_____

_____

_____

_____

Strip Search:

- Phase one (while prisoner is showering or bathing):
  Clothing search

Check for presence of contraband:

—pockets
—linings
—fly, waistband, cuffs, seams, hatbands & collars
—inside of all garments
—soles, heels and insides of shoes
—socks (inside and out)
—contents and insides of luggage and packages

- Phase two
  Search of artificial devices

Device	Action Necessary
False teeth	Must be removed and inspected for contraband
Artificial limbs	Must be removed and inspected for contraband and lice
Plaster casts	Must be inspected—if officer determines lice or contraband may be present, must be medically removed

- Phase three
  Body Search
  - Examine hair
  - Examine ears, mouth and nose
  - Examine arms and hands
  - Look for bandages and replace with new ones
  - Examine groin
  - Examine rectum
  - Examine soles and toes of feet

Injury Description:
Describe appearance of injury
Describe location of injury
Make note of time and date it was first noticed by jail officer.

RELEASE

Every year, newspapers report countless examples of embarrassing and dangerous situations which have occurred because the wrong prisoner has been released from jail or because a prisoner has been released under false pretenses to an unauthorized person. This section provides guidelines for conducting an orderly and systematic release procedure. Study this section carefully; these procedures have been developed to help you avoid an embarrassing situation in your jail.

There are several kinds of release which can routinely occur in your jail and it is important that jail officers understand under what conditions they occur and what is expected of them in handling these releases. The following are short descriptions of the conditions under which release can occur:

- POSTING OF BAIL: Most persons accused of a crime are eligible for release before their trials. They can be released if another person pays a stated sum of money or property—bail—as a promise that the accused person will return for his (or her) trial. Officers of the jail *must* release the prisoner if legal proof of payment and acceptance of bail is shown to them.
- COMPLETION OF SENTENCE. When a prisoner has completed his sentence, the jail no longer has control of him. He *must* be released on the *exact* day in which his sentence ends.
- DISMISSAL OF CHARGES OR FINDING OF NOT GUILTY: In both of these cases, the court or prosecuting attorney authorized the prisoner's immediate release since there is no longer a reason for holding him in jail.
- TRANSFER TO ANOTHER INSTITUTION: In this case, the prisoner has been sentenced to either a workhouse or a prison. To make this transfer, legal papers are sent to the jail directing the jail administrator to arrange for transporting the prisoner to the other institution.
- RELEASE TO A DETAINER: Often, other jurisdictions file a document containing former charges against a prisoner already in another jail. This is a detainer. When a prisoner has completed his sentence and any detainers exist, the prisoner must be turned over to the other jurisdiction. Also, when a prisoner is transferred to another institution, the jail must send along records of any detainers which exist.
- TRANSFER TO A HOSPITAL: Often a prisoner's mental or physical condition requires that he be removed to a hospital. While in the hospital, the prisoner's records still indicate that he is an inmate of the jail. However, when a judge has committed the prisoner legally to a mental hospital, he is no longer considered a prisoner of the jail.
- TEMPORARY RELEASE: This refers to releases for home visits, funerals and other unusual occasions which prisoners attend with an escorting officer. Naturally, they are returned immediately to the jail afterwards.

An ideal release procedure is one in which the jail administrator takes the sole responsibility for determining the legality of a prisoner's release. In this type of system, officers do *not* have to bear this heavy responsibility. But the large majority of jails *do* require that officers take the responsibility for release of prisoners. In these jails, the officers must be certain of the rules and be constantly alert for illegal or careless releases.

Notice what happened in a county jail where a new officer had not familiarized himself with the rules of the jurisdiction for releasing prisoners from the jail:

> Officer Harold Grey answered the telephone and listened to the following. "This is Judge Blanton. I want you to release prisoner Henry Jones today. I have cleared him of all charges."
>
> The new officer then proceeded to release the prisoner. Four hours later when another officer inquired about the prisoner's whereabouts, Grey told about the telephoned release order. The older officer replied that the prisoner's brother had attempted to do this once before, but naturally had not been successful. But this time he had been lucky and had managed to call an ill-prepared, inexperienced officer who had released the prisoner with no questions asked!

The jail in the example above has a rule that verbal release orders must *not* be accepted over the telephone unless the officer does the following things:

1. Looks up the home telephone number of the releasing authority who gave the verbal release order.
2. Calls the releasing authority at that number.
3. Asks for and receives the same verbal release order that the authority gave on the first phone call.

By having such a rule, the jail administrator hoped to avoid the kind of incident described above. However, such incidents can *never* be avoided if officers fail to follow release procedures carefully. *Never* release a prisoner until you have obtained the verification that is required.

NOTE: You should find out if a similar telephone procedure is allowed in your jurisdiction. Some jurisdictions forbid telephoned releases under any circumstances.

When releasing a prisoner under any of the circumstances described on the preceding pages, a jail officer must be certain of three things.

- The release order fulfills all legal requirements of the jurisdiction and should be issued by a person authorized to issue release orders.
- The identity of the prisoner actually being released has been checked and verified.
- If the prisoner is being released to another person's custody, the identity of that person has been checked and verified.

Read about a jail where officers are extremely careful about the release procedure in order to protect themselves and the jail from unfortunate mistakes.

> An officer received a court order to release a prisoner. Although the order contained the necessary signature of a judge, the officer delayed release of the prisoner until he could consult with the judge to verify it. After carefully reading the order, he noticed that it cleared the prisoner of a charge in another state. He knew that such an action on the part of the judge would be illegal, and he immediately began to suspect that document had been forged. Upon seeing the order, the judge agreed that it did *not* contain his signature and was, in fact, a cleverly forged document.

This officer's knowledge of the rules concerning release had allowed him to determine that this document could not have been considered legal. It is the duty of jail officers responsible for release to find out and remember the rules concerning release and to look for any irregularities. A good rule to remember is:

WHEN IN DOUBT, SEEK THE ADVICE OF AN AUTHORITY

Before attempting to conduct a release in your jail, you should be sure of the following things:

- What the requirements are of the forms used for release in your jurisdiction
- Who can be legally considered releasing authorities and can legally sign release orders in your jurisdiction
- Who you can call or see if you doubt the validity of release orders

Before continuing, it would be a good idea for you to find out the rules of your jurisdiction and fill in the following.

The only releasing authorities in your jurisdiction are:

_____

_____

_____

_____

_____

When in doubt about a release order, an officer in your jurisdiction should contact these people:

_____

_____

_____

_____

_____

There are many instances in which the wrong prisoner has been released because no one has taken the time to *check the identity* of a prisoner being released. Read what happened in one jail:

> Instead of carefully checking the identification of a prisoner being released, jail officers in a county jail merely made a practice of asking prisoners their name, occupation and address before releasing them. In one case, a man was released from jail after smoothly answering these questions. But, several hours later, the man who *should* have been released was still in his cell. An investigation revealed that the escapee and the other prisoner had made a deal to exchange identities so that the wrong man could be released on the other man's bail. The escaping prisoner had known all too well that in this jail the questions asked by the releasing officer would be simple to answer and that no other attempt at identification would be made.

Many jails require careful identification of prisoners in the form of:

- Photographs taken at admission
- Fingerprints taken at admission
- Plastic "I-dent bands" worn by prisoners at all times

These are the jails which are least likely to have trouble with faulty releases IF the jail officers make a special point of carefully checking these things when a prisoner is being released so that they can BE SURE that they are releasing the right person.

We have already talked about the necessity of asking for identification whenever a police officer, U. S. Marshal or Deputy Marshal brings a prisoner to the jail to be committed or held for a short time. The same process is necessary when a person comes to the jail and serves legal papers for the prisoner's release. You should make a policy of asking to see the person's:

- Official Identification Card
- Badge.

> Recently an officer of a county jail released a prisoner "in transit" to a Deputy Marshal who had orders to take the man to another federal institution. The deputy's orders were shown to the officer and he released the prisoner to the deputy. It was later found that the "deputy" was actually the prisoner's father who had successfully forged release papers. After this escape the jail administrator made it a rule to require the jail officers to always ask for the official identification of any person requiring the release of a prisoner.

This incident would never have happened if the jail officer had asked to see the "deputy's" _____ and _____ _____ _____.

Turn page to check answer . . .

Answer:
Badge and official identification card

When releasing a prisoner, a jail officer must be certain of the following things: (see if you can write them down)

1. _____

_____

_____

2. _____

_____

_____

3. _____

_____

_____

Turn the page to check your answer . . .

Answer:

Your wording will be different, but your answers should include the following points:

- The release must fulfill all legal requirements of the jurisdiction and should be issued by a person authorized to issue release orders.
- The identity of the prisoner actually being released must be checked and verified.
- If a prisoner is being released to another person's custody, the official identification of that person must be checked and verified.

At the time of release, the return of a prisoner's personal property should be a simple matter *if* the admissions process was properly conducted. Return of personal property should be done in this manner:

- All items being returned to a prisoner should be compared with the property listing made during the admissions procedure
- If all items match those listed on the property slip, the prisoner should sign a receipt indicating that he has received all of his property
- The signed receipt should be kept on file at the jail

If the prisoner states that he has not received all of his property, or has received the wrong property, he should be required to make a statement listing:

- What he is missing

and

- A description of the items which he claims he has not received

This statement should be:

- Signed by him
- Witnessed by a jail officer
- Brought to the attention of the jail administrator

REMEMBER: IF A GOOD PROPERTY DESCRIPTION IS MADE DURING ADMISSION, THERE WILL BE VERY FEW PROBLEMS DURING RELEASE.

SUMMARY
RELEASE PROCEDURES

Before continuing to read this chapter, study this summary to see if you have understood all the material on release procedures.

Release Conditions:

- Posting of bail
- Completion of sentence
- Dismissal of charges or finding of not guilty
- Transfer to another institution
- Release to a detainer
- Transfer to a hospital
- Temporary release

Before Releasing Prisoner, Officer Must Be Certain:

- Release order fulfills all legal requirements of jurisdiction and is issued by person authorized to release prisoners.
- Identity of the prisoner being released has been checked and verified.
- If prisoner being released to another person's custody, the identity of that person is checked and verified.

Rules of Your Jurisdiction: Fill in this important information before continuing. The only releasing authorities in your jurisdiction are:

_____

_____

_____

When in doubt about a release order, an officer in your jurisdiction should contact these people.

_____

_____

_____

Return of Personal Property:

- Compare all items being returned with the property description made during admissions.
- Have prisoner sign a receipt.
- File signed receipt.
- If property is missing, have the prisoner sign a statement and then inform the jail administration.

OTHER PROCEDURES

An important element of your ability to function as an effective jail officer is the way in which you perform a number of important procedures such as searches, security inspections, prisoner counts, etc. This section provides a number of valuable suggestions for ways in which you can perform these procedures in the safest, most efficient ways possible.

We have already discussed in detail the *STRIP SEARCH* procedure as it is used during admission. You may remember that the strip search is used at that time as a means of:

- Finding concealed weapons, drugs, liquor, hacksaw blades, etc. (contraband)
- Determining whether or not the prisoner is infested with lice.

Strip searches are also used in many jails as a routine procedure at the following times:

- After visits (if officers suspect a prisoner of receiving contraband)
- After prisoners return to the jail from outside (when prisoners are most likely to be carrying illegal items)
- At any time that officers believe a prisoner may be carrying contraband.

A more common means of searching prisoners on a routine basis, however, is the FRISK SEARCH. The frisk search differs from the strip search in that it is done *while the prisoner is wearing his clothes*. Also it is used only as a means of finding concealed contraband—not as a way of determining if a prisoner has body lice or injuries.

In order for the frisk search to be successful in the uncovering of contraband, it is important for the jail officer to remember three things about conducting the search:

- The search must be systematic and orderly. If steps are missed, the search is likely to be a failure.
- The search must be done with great care and attention on the part of the jail officer. All too often, careless searches have been the direct reason why dangerous drugs or weapons have entered the jail.
- The search must be conducted where other prisoners are not likely to be present. Other prisoners will cause distractions and reduce the chances of conducting a successful search.

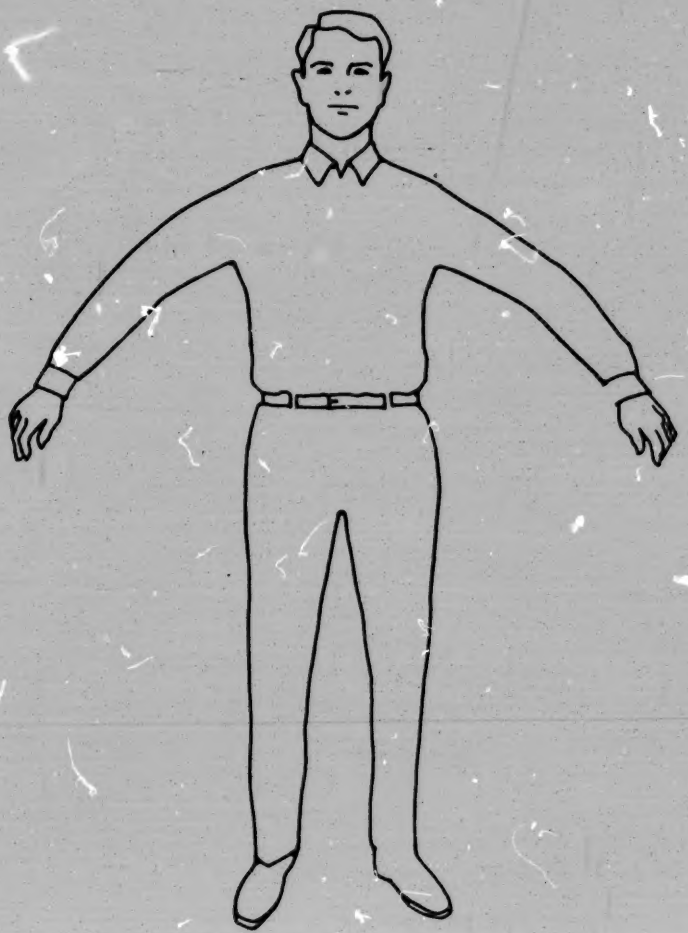
On the next few pages, we will discuss both the frisk search procedure for women and the frisk search procedure for men in detail. Be sure that you study the information carefully, so that when you are called upon to perform one of these searches, you will know the *steps* of the process and will be aware of the *reasons* for going through the steps of the search.

If you will be performing a frisk search on women turn to page 127.
If you will be performing a frisk search on men turn to page 117.

In preparation for the FRISK SEARCH, the officer in charge should:

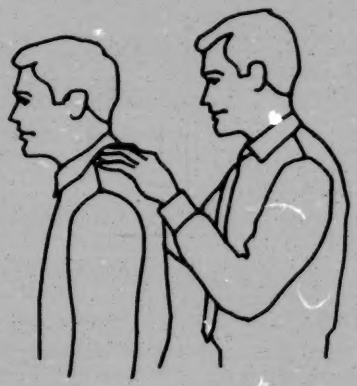
1. Ask the prisoner to remove all the items in his pockets and place them in his hat (if he is not wearing a hat, he must place these articles in an area *away* from where the search will be conducted).

2. Require the prisoner to stand still with his feet apart and his arms extended outwards.



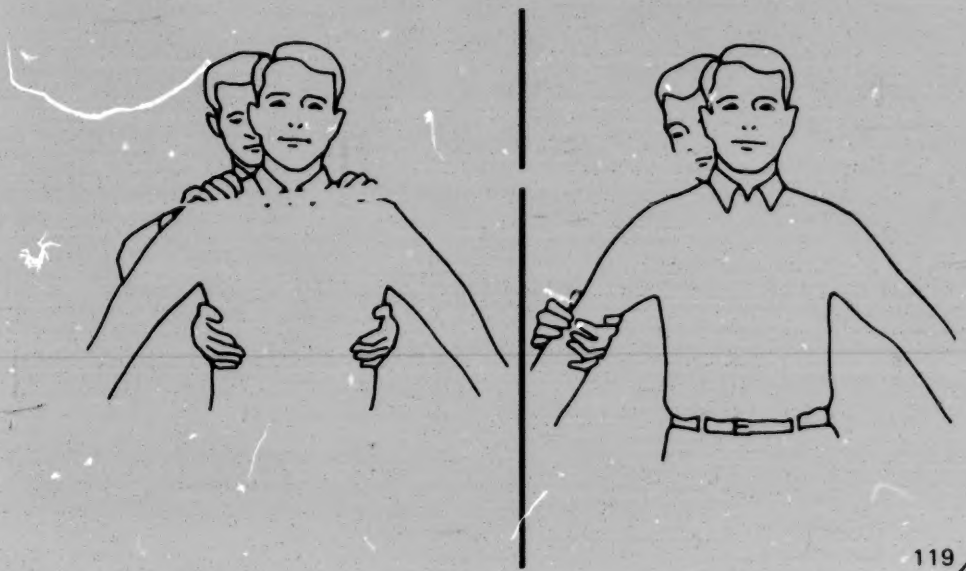
The officer should begin the search by:

- Running the prisoner's shirt collar between his fingers carefully, feeling for small hidden wires, hacksaw blades, etc.



Then the officer should:

- Move his hands downward, running them over the shoulders, down the *outside* of the prisoner's arms to the shirt cuffs. Then the officer should move his hands up the *insides* of the arms to the armpits. (During this part of the search, such items as small knives and razor blades have often been found taped to prisoner's arms.)

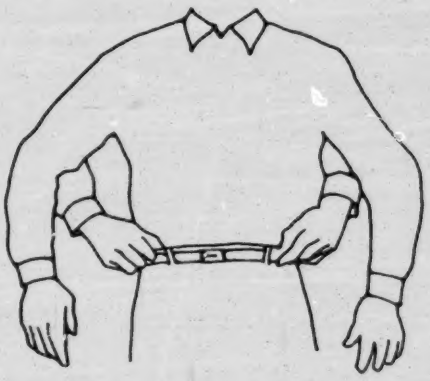


After carefully checking the armpits, the officer should:

- Run his hands down the shirt front, checking the pocket and stopping at the prisoner's beltline.

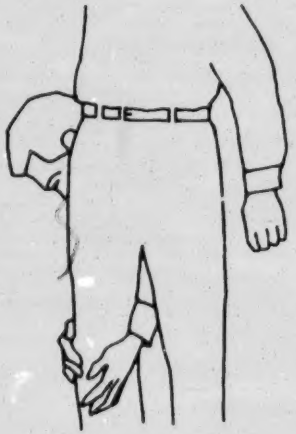
The officer should then check the waistline in this manner:

- Run his fingers around the inside of the waistband, feeling for any small articles hidden there or hidden behind the belt.



- From the waistline, the officer should run his hands down the prisoner's buttocks (all the time he should be feeling for places which might contain illegal articles).

- Then the officer should move both hands to one leg and run them carefully down the leg, checking all around it for concealed articles. At the end of the leg, the officer should make a point of checking the trouser cuff for concealed articles. Repeat the process on the other leg.



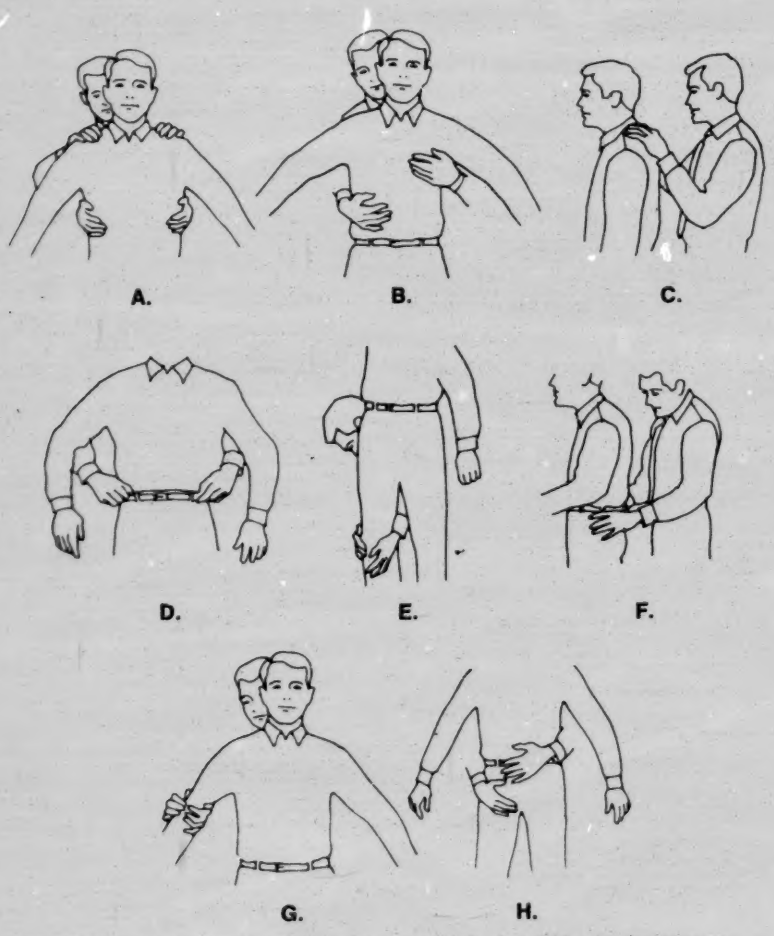
As the last step to the frisk search, the officer should:

- Run his hands over the prisoner's lower abdomen and crotch carefully, looking for concealed articles that may be taped to these areas.

During the frisk search, it is not essential for the officer to inspect a prisoner's shoes UNLESS he suspects that the prisoner may have concealed contraband there.

However, before returning any of the items which the prisoner has removed from his pockets, the officer should inspect them. Prisoners have been known to conceal contraband in cigarette packages and matchboxes. If your jail requires officers to return cigarette packages, etc. to the prisoner even if they have been opened, you should inspect them for such things as razor blades, drugs, etc.

Here are the pictures which show the various steps of the frisk search procedure. See if you can number these steps in the order in which they should be followed by a jail officer conducting the search:



Fill in the blank with the letter of the picture which should be in the step:

Step 1: _____
Step 2: _____
Step 3: _____
Step 4: _____
Step 5: _____
Step 6: _____
Step 7: _____
Step 8: _____

Turn page for answer . . .

Answer:

Step 1:	C	Step 5:	D
Step 2:	A	Step 6:	F
Step 3:	G	Step 7:	E
Step 4:	B	Step 8:	H

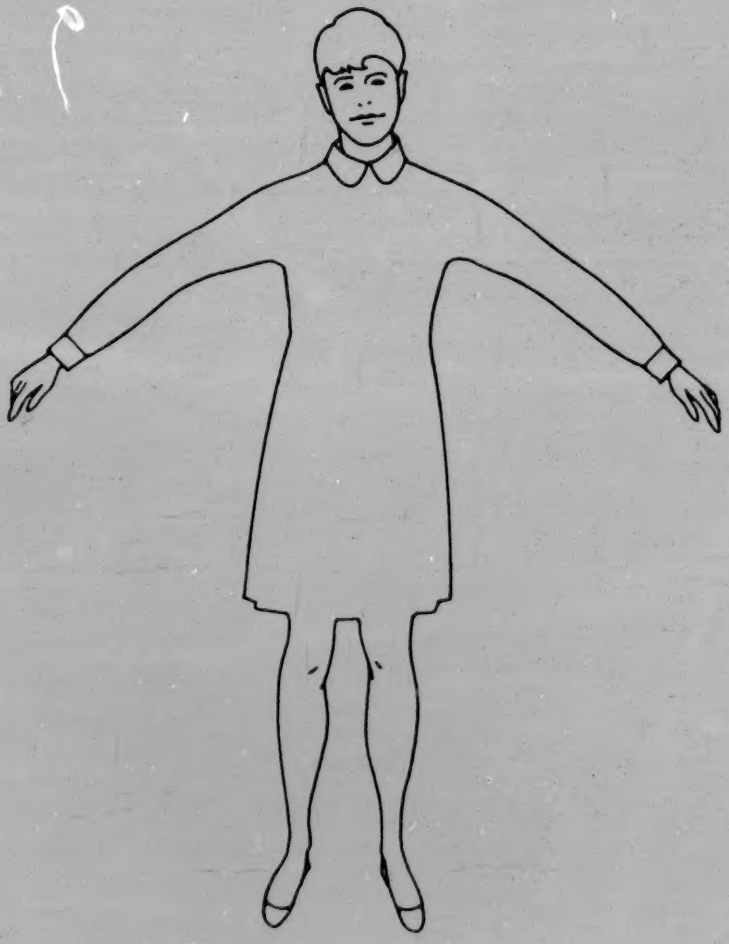
Confidence and control in searching comes with practice. If you can, ask another jail officer to act as prisoner so that you can practice the frisk search procedure.

Now turn to page 137 and continue reading the course . . .

In preparation for the FRISK SEARCH, the officer in charge should:

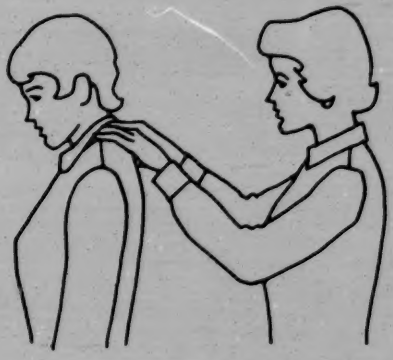
1. Ask the prisoner to remove all the items in her pockets and place these items in an area away from where the search will be conducted.

2. Require the prisoner to stand still with her feet apart and her arms extended outwards.



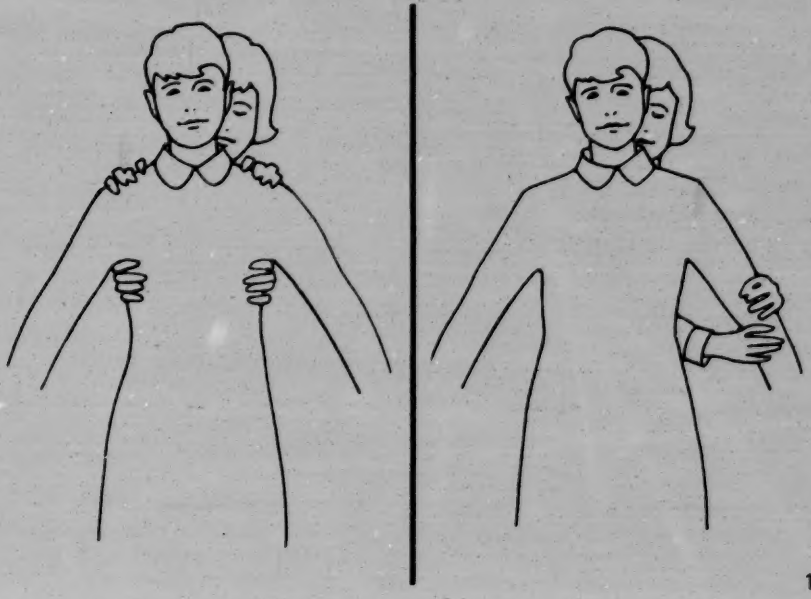
The officer should begin the search by:

- Running the collar of the prisoner's blouse or dress carefully between her fingers, feeling for hidden wires, hacksaw blades, drugs, etc.



Then the officer should:

- Move her hands downward over the shoulders, and under the armpits. Then using both hands, she should move them down each arm (small weapons have often been found here, taped to the body).



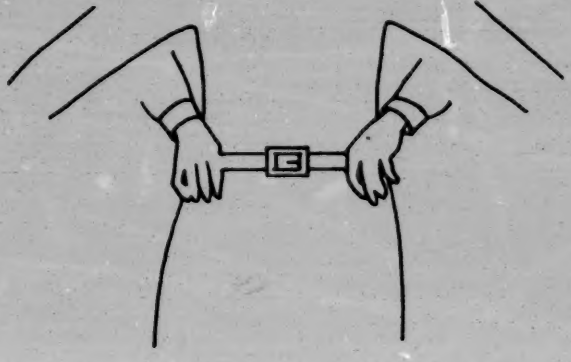
After carefully checking the arms and armpits, the officer should:

- Run her hands over the prisoner's breasts, feeling under and between them for the presence of a concealed weapon or other contraband.

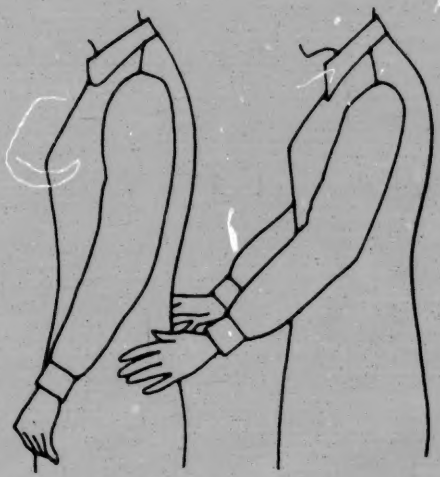
Continue to run her hands down the prisoner's front, checking any pockets (also appliqued design and/or covered buttons) and stopping at the prisoner's waistline.

The officer should then check the waistline in this manner:

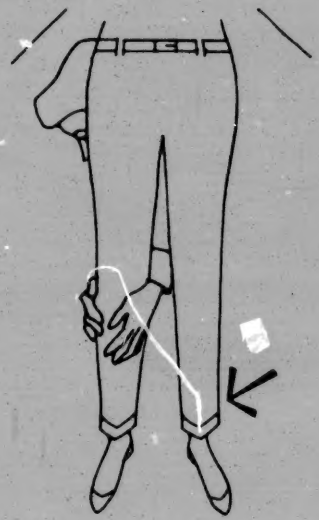
- Run her fingers around the inside of the waistband of the prisoner's skirt or slacks (if a dress, run fingers around outside of waist), feeling for any small articles hidden there or behind a belt.



- From the waistline, the officer should run her hands down the prisoner's buttocks, feeling for places which might contain illegal articles.



- If the prisoner is wearing a skirt, the officer should lift the skirt and make a visual inspection of the prisoner's legs. If the prisoner is wearing slacks, the officer should move both hands down each leg and then up to the top of each thigh. Also, if the slacks have cuffs, the officer should check them for illegal articles.



- As the last step to the frisk search, the officer should:

  Run her hands over the prisoner's lower abdomen and crotch carefully, looking for concealed articles which might be taped to these areas.

During the frisk search, it is not essential for the officer to inspect a prisoner's shoes UNLESS she suspects that the prisoner may have concealed contraband there.

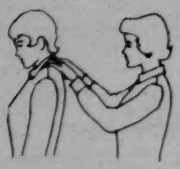
However, before returning any of the items which the prisoner has removed from her pockets, the officer should inspect them. Prisoners have been known to conceal contraband in cigarette packages and matchboxes. If your jail requires that you return cigarette packages, etc. to the prisoner even if they have been opened, you should inspect them for such things as razor blades, drugs, etc.

Here are the pictures which show the various steps of the frisk search procedure. See if you can number these steps in the order in which they should be followed by a jail officer conducting the search.

A.

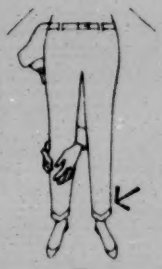
B.

C.



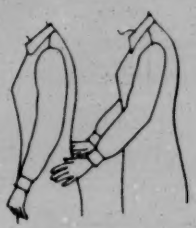
D.

E.



F.

G.



H.

I.

Fill in the blank with the letter of the picture which should be in that step.

Step 1: _____
Step 2: _____
Step 3: _____
Step 4: _____
Step 5: _____
Step 6: _____
Step 7: _____
Step 8: _____
Step 9: _____

Turn page for answer . . .

Answer:

Step 1:	D	Step 5:	B
Step 2:	A	Step 6:	E
Step 3:	G	Step 7:	H
Step 4:	C	Step 8:	F
		Step 9:	I

Confidence and control in searching comes with practice. If you can, ask another jail officer to act as prisoner so that you can practice the frisk search procedure.

Now that you have studied two types of body search, the process of *cell searching* will be discussed in detail. The reason for making a cell search is:

TO DISCOVER CONCEALED CONTRABAND IN THE CELLS

Although use of the strip search and frisk search procedures is an important factor in reducing the amount of contraband which can enter the jail, it is inevitable that illegal articles *do* enter the jail. In order to control the presence of contraband inside the jail, systematic, careful cell searches must be conducted on a regular basis. Naturally, you will never be required to search *all* the cells *every* day. However, there should be daily cell searches performed at random (with no observable pattern) on selected cells in your jail. On the following pages, the process of conducting a cell search will be discussed in detail.

In preparation for conducting a cell search, the jail officer should first:

MOVE THE PRISONER OR PRISONERS OUT OF THE AREA TO BE SEARCHED

Doing this reduces the possibility of conflict between a jail officer and a prisoner who naturally objects to having his personal property examined and searched.

Next, it is extremely important that the officer conducting the cell search work in a systematic, orderly manner and once an officer has established a set routine for a cell search it is a good idea for him to always follow this set routine. If an officer does not have a system in mind, he is likely to overlook areas of the cell which contain contraband.

When beginning the cell search, it is also imperative that the officer know *what he is looking for*. In other words, he must know what is considered contraband in his jail. Aside from the obvious contraband articles such as knives, razor blades, drugs, alcoholic beverages, etc., some jails list as contraband any articles which have not been purchased in the jail commissary. These are the jails which forbid prisoners to accept packages from visitors or from anyone outside the jail. However, some jails are more permissive about allowing such packages to enter the jail and do not necessarily consider non-commissary articles to be contraband.

FIND OUT WHAT ARTICLES ARE CONSIDERED CONTRABAND IN YOUR JAIL SO THAT YOU WILL KNOW WHAT KINDS OF THINGS YOU ARE LOOKING FOR DURING CELL SEARCHES.

The following discussion of the cell search presents each step to be used. It is important that while performing a search you employ *each step described*, but it does not particularly matter in what order the steps come.

When conducting a cell search, the jail officer should:

REMOVE ALL BLANKETS, COVERS, AND SHEETS FROM THE BED(S), AND EXAMINE THEM CLOSELY.

Often, small articles of contraband have been found pinned to blankets and sheets or sewn into little pockets made on the covers by ingenious prisoners.

After carefully examining the bedcovers, the searching officer should:

CLOSELY EXAMINE THE MATTRESS

The officer should look to see if the seams of the mattress have been opened and then re-sewn. Also he should look for any other cuts which may have been made in the mattress. Then he should run his hands thoroughly over both sides of the mattress, feeling for hard objects which might be concealed there. Hundreds of articles such as knives, blackjacks, drugs, hacksaw blades have been uncovered in jails where observant officers have taken the trouble to examine the mattresses carefully and completely.

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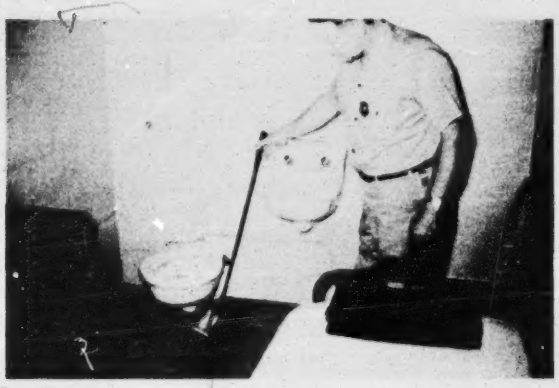
INSPECT THE BOTTOMS OF ALL FURNITURE WHICH MIGHT BE IN THE CELL

Often chairs, tables and stools have been used for storage of contraband by prisoners who are able to stick small articles there with wads of chewing gum or are able to bore small holes in the wood and conceal drugs and other small contraband in the holes. If only a quick, careless inspection is made, the officer might overlook holes which have been plugged up with paper or with wooden plugs to hide contraband. You should take the time to examine the bottom of furniture in the cells. It is a good policy to run your hands over the surface to determine if holes have been made and then plugged up again.

INSPECT THE BOTTOMS OF THE WASHBASIN AND TOILET FOR HIDDEN CONTRABAND

In order to make this job easier, many jails have made mounted mirrors which the officer can carry with him and use for looking under things or for looking on top of things too high for him to reach. Here is a picture of this type of mounted mirror in use:



- If your jail does not have one of these mounted mirrors, why don't you suggest that one be made?

IF THE CELL CONTAINS A FLOOR DRAIN AND/OR VENTILATION GRILLS, REMOVE THESE AND INSPECT THEM

A favorite technique of many prisoners is to hang articles on nearly invisible wires and suspend them behind grills and drains. For this reason, if possible, it is a good idea to go to the trouble of removing the grill or drain for inspection. If you cannot remove the grill, make sure, by running your fingers over the grill, that no wires are tied to it.

> In one jail, an officer planned to remove a ventilation grill for inspection and found that it was a excellent cardboard replica of the grill that a prisoner had made and placed there in preparation for a quick escape through the utility tunnel between the cells! In this case, his thoroughness in conducting a cell search prevented an escape.

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PROBE INSIDE FAUCETS, DRAINS AND ANY OPENINGS IN CELL DOOR TRACKS FOR HIDDEN ARTICLES

Many jail officers use bent wire hangers for this purpose. Since prisoners often try to jam the doors by hiding pencils and debris in the tracks on which the doors slide, it is extremely important that you probe here carefully. The wire coat hanger is very effective in clearing debris out of these areas.

Also, while probing the door tracks for hidden items, it would be a good idea to check all cross bars, tops of mounted cabinets and ledges for contraband. This can be done by running your hand over the areas above your head or by using the mounted mirror in this manner:

There are a number of other close inspections which you should also make while searching a cell.

These include:

- EXAMINING ALL BOOKS CAREFULLY (in one jail, officers found two bottles of dangerous drugs hidden in the center of a book where the centers of the pages had been cut out)
- TAKING ALL PERSONAL LETTERS AND PAPERS OUT OF THE ENVELOPES AND EXAMINING FOR CONTRABAND (wires, metal picks, drugs, and other small items are often hidden in the envelopes)
- EXAMINING ALL CIGAR BOXES OR OTHER CONTAINERS FOR FALSE BOTTOMS AND COMPARTMENTS
- UNSCREWING ALL LIGHT BULBS TO EXAMINE SOCKETS (often drugs have been found here wrapped in paper)
- EXAMINING ALL SMALL ARTICLES (for instance, spools of thread often have things hidden in the openings)

Naturally, according to the rules and physical layout of your jail, there may be other requirements for cell searches. In any case, the success of the search depends on your ability to use *care* and *imagination* in conducting the search. A good thing to always keep in mind when conducting this type of search is: "Where would *I* hide contraband if I were a prisoner?" Many jail officers have found that using their own imagination is an excellent way of outguessing clever prisoners.

- An excellent idea would be to ask your fellow officers to tell you their experiences of finding contraband in your jail's unique layout.

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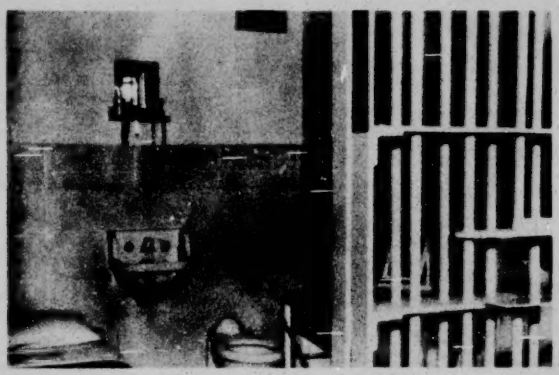
Below is a picture of a typical jail cell. Although it might not resemble the cells in your jail, see if you can remember what you have just read about searching a cell and list all the steps which would be required in a thorough search of this particular cell. (Naturally, these steps do not have to be in any particular order. Just list them in the order in which you would perform them.)



STEPS

1. _____

_____

2. _____

_____

3. _____

_____

4. _____

_____

5. _____

_____

6. _____

_____

7. _____

_____

8. _____

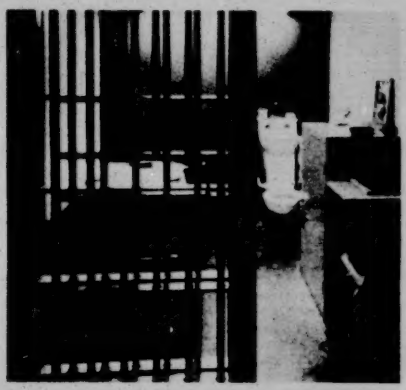
_____

Answers:

1. Move prisoners out of the area to be searched.
2. Remove blankets, covers and sheets from the bed and examine them closely.
3. Closely examine the mattress.
4. Inspect the bottoms of the table and bed.
5. Inspect the bottoms of the washbasin and toilet.
6. Remove ventilation grill and inspect.
7. Probe inside faucet, drain and door tracts.
8. Examine all small articles on shelf over basin.

BEST COPY AVAILABLE

If you omitted any of the steps in the cell search on the previous page, see if you can include *all* the steps needed to search this cell.



1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

Answers:

1. Move prisoner out of the area to be searched.
2. Remove blankets, covers and sheets from beds—examine them closely.
3. Closely examine mattress.
4. Inspect bottoms of chair and bed.
5. Inspect bottom of toilet fixture.
6. Probe faucet and drain and door tracks.
7. Examine all items and insides of cabinet.
8. Examine all loose items in cell.
9. Examine light fixture carefully—remove bulb if possible and examine socket.

One thing a jail officer must remember about making a cell search is:

LEAVE THE CELL AS NEAT AS IT WAS WHEN YOU BEGAN THE SEARCH. DO NOT THROW THINGS AROUND THE CELL OR LEAVE BEDCOVERS AND OTHER ARTICLES SCATTERED ABOUT.

In a later chapter on "Jail Climate", we will discuss ways of conducting searches without causing bad will and tension in the jail. However, before going any further, it is important that you realize that leaving cells in a messy, torn-apart condition will undoubtedly cause trouble in the jail. It is likely that prisoners will be angered by unnecessary thoughtlessness on the part of jail officers.

During all searches, *security inspections* can also be made. However, they are *vitally* important and should be made *more often* than actual cell searches. Security inspections include:

EXAMINING THE BARS TO SEE IF THEY HAVE BEEN CUT

EXAMINING ALL LOCKING LUGS TO SEE IF THEY HAVE BEEN JAMMED

EXAMINING GLASS PANELS AND PROTECTIVE SCREENS TO SEE IF THEY HAVE BEEN LOOSENED IN PREPARATION FOR REMOVAL

In your jail, a security inspection may include more procedures than are mentioned here. For instance, you may be expected to inspect other types of mechanical and electronic equipment to see if it has been tampered with in any way. However, the purpose of all security inspections is the *same* in any jail:

> To carefully examine *all* security devices and equipment and determine whether it is in working order or if tampering or breakage by prisoners now poses a threat to the safety and security of your jail.

In most jails, a *leather mallet* is used to detect bar tampering. Jail officers hit each bar with this mallet and listen for any bars which make a different sound. When a bar sounds different, it is apparent that it has been tampered with in some way. There are countless stories, like the one below, of prisoners who have managed to saw bars with hidden hacksaw blades or some other tool and have successfully hidden their work until they can escape. Constant checks can eliminate escapes of this nature.

> A sheriff in a new county jail was killed recently by a prisoner who was escaping. The prisoner, charged with attempted burglary, had, over a period of time, managed to saw through the bars into the guards' corridor. Thinking that the new jail was "escape-proof", none of the officers had ever gone to the trouble of making security checks on the bars. One day the prisoner waited in the corridor and, when the deputy brought in the morning meal, the prisoner knocked him out and started out. He encountered the sheriff in another corridor and shot him with a pistol which he had been carrying. It is still not known how the hacksaw blades and gun got into the jail.

Incredible, you may say, but it happened. No jail is escape-proof. Only when a jail is given frequent and thorough security checks by officers can it be considered secure and *more nearly* escape-proof.

SEE IF YOUR JAIL HAS A LEATHER MALLET FOR BAR TAPPING. IF NOT, THERE SHOULD BE *SOME* TECHNIQUE WHICH YOU CAN FOLLOW IN ORDER TO DETECT CUT BARS.

We have already discussed the necessity for jail officers conducting cell searches to look for and remove any debris which may be jammed in the track on which the cell doors slide. In addition to this, it is extremely important that during security checks, jail officers *look* at and test *the locking lugs* in all security doors to see if they have been tampered with. Rags, paper, cigarette fibers, chewing gum and other articles have been found jammed in these locks. And often this type of tampering has been successful because it has been overlooked by officers who do not conduct regular and thorough security checks.

Also, all glass panels and protective screens must be regularly examined by officers. In many jails, prisoners have been successful in replacing actual screws with paper, chewing gum, or bread made to look like the actual screws to officers who are not making careful inspections. You may remember an earlier example in which an officer found that a ventilation grill had been replaced by a skillfully drawn cardboard replica. The officer might never have noticed this if he hadn't actually examined the grill closely, and touched it as part of his inspection. Time and time again, escapes have been made possible because officers have not understood what is meant by a careful and thorough security check. Simply because things *look* secure from a distance, is no indication that they *are* secure. A careful officer must do all he can to make sure that security equipment is intact by actually touching, examining and testing it regularly.

See if you can correctly answer the following questions:

1. All security checks should include at least three steps. These steps, and the reasons for them are:

_____

_____

_____

_____

_____

2. In your jail, security checks may involve even more procedures. If so, list them here:

_____

_____

_____

_____

3. In every jail, security checks should be made:

(check one)

- ☐ less often than cell searches.
- ☐ as often as cell searches.
- ☐ more often than cell searches.

Turn page to check answer . . .

Answer:

1. All security checks should include these three steps: (naturally your wording will differ from this, but the information should agree)
   Examining and testing the bars to see if they have been cut.
   Examining and testing all locking lugs to see if they have been jammed.
   Examining glass panels to see if they have been loosened.
2. In order to check this answer, you should show your list to the jail administrator or another more experienced officer.
3. In every jail, security checks should be made *more often than cell searches*.

Note:

During your regular security checks of the jail, you should *also* be alert for any conditions which might require repair. For instance, you should be alert for such things as wiring with broken or worn insulation, leaky faucets or pipes which may be causing damage to a floor or ceiling below the leak. Buildings can deteriorate rapidly when not kept in good repair. And, aside from the security risks which are inevitable in a building in poor condition, the costs of repairing extensive damage are often a great burden on the community. It is part of your duty as a jail officer to prevent such deterioration and damage by making regular maintenance checks and then submitting a list of needed repairs to the person in charge of your jail.

All persons *must* be regularly accounted for in the jail. And the only effective way that this can be done is to count each person individually according to a set procedure. Although experienced jail officers routinely make informal prisoner counts, it is extremely important that at least one *official count* be made *on each shift* and every time there is mass movement from one area to another in the jail.

You may argue that your jail is small and counts are not really necessary. But read what happened to a jail where officers did not conduct formal prisoner counts because they thought the jail was too small for such elaborate procedures:

> A U.S. Deputy called at the jail to pick up a prisoner who had been left there several days before. The prisoner could not be found. Eventually, officers discovered that the prisoner had escaped the day he had been admitted. No one had bothered to make a prisoner count and the man's escape had gone unnoticed!

The way in which jail officers conduct prisoner counts is crucial to the security of the jail and its employees. All too many jails have experienced assaults and escapes because jail officers are not aware of the importance of conducting counts according to a number of established rules. On the next few pages are some suggestions for making prisoner counts as effective and error-free as possible. It is hoped that you will become familiar with the rules for good prisoner counts as well as the reasons why these rules are considered essential.

- A cellblock count can be accomplished by one officer as long as the prisoners are *locked in their cells*. Naturally, the officer should fill out a printed slip which indicates the number of prisoners he has counted and is signed by him.
- Whenever a prisoner count is to be made in a dormitory or any area where prisoners may move about freely, the official count should be conducted by *two officers*. One officer can watch the prisoners so that they cannot move out of line or switch places, and the other should perform the actual count and fill out the official count slip.

Read what happened in a jail where *only one officer* makes prisoner counts in the dormitory.

> In a small county jail, only one officer was performing a prisoner count in a dormitory. While he was busy conducting the count, the prisoners were able to move around and cover for a prisoner who had managed to escape an hour earlier. Because of the movement and confusion during the count, the jail officer did not notice that a man was missing.

An important rule for you to remember is:

AN OFFICER MUST MAKE SURE HE SEES EACH PRISONER THAT HE COUNTS (in other words, he must see skin, not merely a mound in a bed or a shadow on the wall).

Prisoners can be clever in outwitting officers who are not extremely careful when performing official counts. Read what happened in one jail:

> In a jail with a large dormitory, a jail officer was making a late night prisoner count alone. Since all the prisoners appeared to be in their bunks, the officer proceeded to the dayroom to turn off the television. At this time he was assaulted by two prisoners who had hidden under tables during the count. The other prisoners then joined in the assault and managed to severely injure the officer and two others who came to help.

An examination of this very serious incident indicated that the counting officer had not actually *seen* the men he counted. They had used dummies to make their bunks look occupied and the officer had merely *assumed* that they were sleeping prisoners with their heads covered up.

During a prisoner count, the officer should ASSUME NOTHING. If he doesn't see the prisoner's actual face above the covers, he should walk over and pull the covers back until he *actually sees* the prisoner he is looking for.

After this serious incident, the jail instituted two new rules concerning prisoner counts. After reading about the incident, can you name these two new policies?

1. _____

_____

_____

2. _____

_____

_____

Turn page to check answers . . .

Answer:

After this incident, the jail administration instituted two new rules:

1. When counting prisoners in a dormitory, two officers must be present.
2. When counting prisoners, the jail officer must make certain that he actually sees each prisoner that he counts.

Another important rule to follow when making prisoner counts is:

THE OFFICER MUST NOT RELY ON A ROLL CALL COUNT OR A COUNT BASED ON THE NUMBER OF MEALS EATEN

It is not difficult to imagine what incidents have occurred in jails in which officers are allowed to conduct counts of this type! Read about two incidents:

> In one jail, the escape of one prisoner went unnoticed for a full week because the officer calling the roll had always heard a loud "here" shouted out whenever he called the prisoner's name!

> In a small jail where prisoners are counted by the number of food trays taken at each meal, the jail officers were extremely embarrassed to find after several days that three prisoners were missing, and three other prisoners were extremely well-fed, having taken the food pushed through the food slot for the missing men!

Note:

In one very modern western jail, a different kind of "roll-call" count is conducted. When each prisoner's name is called, he is requested to step forward and an officer matches his face with a photo of him that is kept on a small identification card and carried during the count. Naturally, this kind of roll-call is considered an *excellent* count procedure.

Another policy which is vital to the success of the count is:

TRUSTIES OR ANY OTHER PRISONERS MUST NEVER BE ALLOWED TO PERFORM PRISONER COUNTS

In the chapter on Supervision, we will discuss in detail all the reasons why it is extremely unwise to allow prisoners to take over important functions which officers should perform. Although the word "Trusty", implies that the prisoner can be trusted, it can be proven that most of the worst incidents that occur in jails are the direct result of the jail officers placing their trust in these prisoners. Under no circumstances should procedures involving the security of the jail and the safety of the people in the jail be placed under the control of prisoners—even if these prisoners *are* called "Trusties".

Since any movement by prisoners or any outside interruptions can cause a distraction to the officer in charge of making a count, it is important that measures be taken to enforce the following rule:

DURING THE COUNT, PRISONERS SHOULD NOT BE ALLOWED TO MOVE AROUND AND ANY INTERRUPTIONS SHOULD BE PROHIBITED.

If visits are allowed to begin during the count, or if prisoners are allowed to move about the jail during this time, the chances that an officer will overlook a prisoner or take an inaccurate count are very strong. There have been many serious incidents which have occurred when distracting jail activity does *not* cease during the count.

In the following examples see if you can detect whether the rules for a proper count are being followed. If you think that a rule is being ignored, simply write out the rule in the space provided.

	(Check one:)
1. In a jail with a series of tiers where cells are located, the duty jailer makes his count by visiting the prisoners designated as "tier bosses" on each level and asking them for an up-to-the minute count.	Procedure correct ☐ Procedure incorrect ☐ If incorrect, state the rule being ignored: _____ _____ _____
2. At night while counting prisoners in a large county jail, an officer scans each cellblock with a powerful flashlight to see if each bed is occupied.	Procedure correct ☐ Procedure incorrect ☐ If incorrect, state the rule being ignored: _____ _____ _____
3. In one jail, prisoners are required to continue with their cleaning chores while two officers conduct the routine prisoner count. The officers believe that doing this makes the cleaning process more efficient.	Procedure correct ☐ Procedure incorrect ☐ If incorrect, state the rule being ignored: _____ _____ _____ _____ _____

4. In one jail, an officer has a reputation for being overly cautious and strict because he makes a point of pulling back the covers and identifying each prisoner while he conducts his official count.	Procedure correct ☐ Procedure incorrect ☐ If procedure incorrect, state rule being ignored. _____ _____ _____
5. In one large county jail, a local attorney requested that he be able to see his client immediately, although visiting hours had ended. The officer at the desk removed the prisoner from the line where a count was being conducted by two officers.	Procedure correct ☐ Procedure incorrect ☐ If procedure incorrect, state rule being ignored: _____ _____ _____

Turn page to check answers . . .

Answers:

1. Procedure incorrect
   AN OFFICER MUST BE THE ONE WHO CONDUCTS THE COUNT. TRUSTIES OR OTHER PRISONERS MUST NEVER BE ALLOWED TO PERFORM PRISONER COUNTS.
2. Procedure incorrect
   AN OFFICER MUST MAKE SURE THAT HE *SEES* EACH PRISONER THAT HE COUNTS (ie., the skin, not a mound in the bed)
3. Procedure incorrect
   DURING THE COUNT, PRISONERS SHOULD NOT BE ALLOWED TO MOVE AROUND AND ANY INTERRUPTIONS SHOULD BE PROHIBITED.
4. Procedure correct
5. Procedure incorrect
   DURING THE COUNT, PRISONERS SHOULD NOT BE ALLOWED TO MOVE AROUND AND ANY INTERRUPTIONS SHOULD BE PROHIBITED.

WEAPONS OF ANY KIND DO *NOT* BELONG IN THE JAIL

In spite of this proven fact, the following weapons are frequently found either worn by jail officers or carelessly stored in jail offices.

- guns
- clubs
- gas pens
- small cans of Mace or other disabling gas

All of these things are weapons and do *not* belong in the jail.

A jail officer who carries a weapon is in constant danger; there is always a strong chance that a prisoner will surprise him and take his weapon, probably wounding or killing him in the process.

Many jail officers feel that weapons provide them with needed security when dealing with prisoners. And, even in jails where weapons are forbidden, some officers carry small guns hidden on their bodies. These officers are making a serious mistake. And all too often, they learn the hard way that guns or other weapons do not provide needed security—in fact, they present a danger to the officer and other personnel which would not be present when officers are unarmed. There are countless examples of escapes which have occurred because an officer carrying a weapon was attacked by an inmate and disarmed. As a consequence of this type of attack, officers are usually wounded or even killed by their own weapons. In jails where officers do *not* carry weapons, the chances of fatal injuries are slight.

Prisoners are generally well aware of the weakness of a security system that permits personnel to wear weapons in the jail. They are also aware of the easy opportunities presented to them by officers who, contrary to the rules of the jail, wear a weapon of some sort hidden on their bodies.

DON'T BE THE KIND OF JAIL OFFICER WHO INSISTS ON WEARING A WEAPON—DON'T LEARN YOUR LESSON THE HARD WAY . . .

Does your jail provide a secure storage space for guns and other weapons outside of the security area of the jail? It should. In order for your jail to maintain the kind of security which will protect you and others from serious injuries inflicted by escaping prisoners, there are several procedures which should be used by the staff. These procedures are:

- Whenever a visiting officer delivers a prisoner to your jail, he should be required to surrender his weapon before entering the jail. However, the prisoner should be admitted first, before the gun is removed from the officer's holster. (If he is required to remove the weapon while the prisoner is present, there is a chance that he can be overpowered while handling the weapon.)

- The jail officer on duty at the gate or jail door has the responsibility to see that the weapons of visitors *are* removed and safely stored.

- In jails where an armory, a safe, or locked cabinets are provided for storage of weapons, officers must make certain that the keys to these storage places are kept away from key boards or desk drawers where prisoners can easily spot them and remove them.

Jail officers should never assume that prisoners are unaware of hidden weapons or storage places for keys to the jail armory. Especially in small jails, prisoners become well aware of desk drawer hiding places and other obvious hiding places.

> The duty jailer in one city jail granted a prisoner's request to make a phone call. He took the prisoner to the jail office and stood beside him while he made the phone call. Suddenly the prisoner struck the officer with the phone receiver and opened a desk drawer where he knew a loaded revolver was stored. At the same time he removed a key which was labelled "weapons cabinet". After forcing the officer at gunpoint to release the other prisoners, the escapee opened the weapons cabinet and armed the others with shotguns, rifles and a sub-machine gun. During this time the Chief of Police arrived for a visit followed by several police officers. Taken by surprise, the Chief was shot and killed, and one of the patrolmen was critically wounded. Although one of the escapees was killed during the escape, the others were able to get away.

This incident—and the killings—would never have happened IF:

- The officers of this jail had made sure that weapons were kept *only* in a locked cabinet or safe.
- Jail personnel had kept the key to the weapons cabinet where prisoners could not have known where to find it.
- If the weapons cabinet were kept outside the security area of the jail.

DON'T LET SOMETHING LIKE THIS HAPPEN IN YOUR JAIL—MAKE SURE THAT THE SUGGESTIONS OF THIS SECTION ON WEAPONS CONTROL ARE CAREFULLY FOLLOWED IN YOUR JAIL

Using the rules which you have just learned from this chapter about weapons control, can you list any rules for good weapons control which are being *overlooked* in your jail? If so, list these things below:

Note:

The emergency plans in your jail may require that during a riot or escape, officers must be armed. If this is true in your jail, it is *your duty* to make sure you *receive training in the use of these weapons*. Read what happened in a jail where officers had not received training in the proper use of tear gas:

> When the prisoners in a small mid-western jail became restless and destructive recently, the sheriff declared a riot emergency and ordered officers to use tear gas to stop the disturbance. Totally unaware of the consequences of prolonged exposure to tear gas, the officers threw a cannister into the cell block and closed the outer doors. In spite of the prisoners' pleas to open windows or let them out, the officers kept them inside, not realizing the danger. The next morning, five of the prisoners were found to be suffering from tear gas burns and lung congestion and three others were critically ill with pneumonia.

We have already mentioned the importance of keeping the key to the weapons storage area carefully under control and inaccessible to prisoners. Control of *all* jail keys is essential to the security of the jail. And no matter what system is used in your jail, it is the duty of each jail officer to cooperate fully by using the system and making sure not to overlook any rules for handling keys.

Naturally, the most secure and efficient method of controlling keys in the jail is use of a *key control center* where all rings containing keys are hung on hooks and an accurate record is kept indicating the number of each key, the location of the lock it is designed for, and the number of copies which exist in the jail. In using this type of system, officers withdrawing keys must hang a tag on the metal hooks, which indicates the name of the person using the keys. This type of key control system requires total cooperation by officers in the following ways:

- Officers must make sure that they leave a receipt for the keys they have taken.
- Officers must be certain that they replace keys on the proper hook when they are finished with them.

No matter what key system your jail uses, there are several rules for key control that *all* officers must follow. These rules are:

- NEVER ALLOW A TRUSTY OR OTHER PRISONER TO HANDLE KEYS
- NEVER LEAVE KEYS LYING AROUND IN THE JAIL
- KEEP KEYS COVERED AT ALL TIMES (in your pocket or in a case)
- NEVER CARRY KEYS FOR BOTH INSIDE *AND* OUTSIDE DOORS AT THE SAME TIME
- ALWAYS REPORT ANY BROKEN OR MALFUNCTIONING KEYS OR LOCKS IMMEDIATELY TO THE PROPER PERSON

In one county jail, a prisoner managed to overwhelm a jail officer while he was inspecting the prisoner's cell. The prisoner took the jail officer's keys and proceeded to let himself out of the cellblock through one of the security doors inside the jail and then out the delivery entrance at the rear of the jail building.

This escape probably could not have been successful if the officer had followed an important rule for controlling keys in the jail. Can you remember the rule? If so, write the rule here.

Turn page to check answer . . .

Answer:

Although your wording is different, your answer should have stated this rule:

NEVER CARRY KEYS FOR BOTH INSIDE AND OUTSIDE DOORS AT THE SAME TIME

At the start of the daily cleanup in a Western jail, one of the jail officers on duty usually hands a trusty the keys to the cellblocks and the supply closets so that he can take the cleaning equipment to the prisoners. The process saves the jail officer time because he does not have to stop his other duties to hand out mops and other cleaning equipment.

Although the jail just described has not experienced any escapes recently, it is more than likely that some incident is likely to happen in the future because the officer is overlooking an important rule for control of keys in the jail. If you know what the rule is, write it here.

Turn page to check answer . . .

Answer:
Your answer should have stated this rule:

NEVER ALLOW A TRUSTY OR OTHER PRISONER TO HANDLE KEYS

In one Southern jail, one of the older officers made a practice of hanging his keys on his belt outside of his pants in order to save "wear and tear" on his pockets by the heavy keys. Five prisoners made an escape during the night using a set of keys which they fashioned from wood after studying the keys worn by the jail officer.

These prisoners showed great patience and ingenuity in escaping from this jail. However, the jail officer could easily have prevented such creative work by simply following one of the rules established for control of keys in the jail. Write the rule which he overlooked.

Turn page to check your answer . . .

Answer:
Your answer should have stated this rule:

KEEP KEYS COVERED AT ALL TIMES

Note:
A similar escape occurred in a small jail where keys were routinely hung on the wall of the office and could be easily seen by prisoners in the cell area nearby. After the escape, the jail administrator had a covered cabinet built so that the keys would be out of sight of any prisoners interested in copying the keys!

Remember, the two other rules for controlling keys in the jail are:

- NEVER LEAVE KEYS LYING AROUND IN THE JAIL
- ALWAYS REPORT ANY BROKEN OR MALFUNCTIONING KEYS OR LOCKS IMMEDIATELY TO THE PROPER PERSON

The reason for the first of these rules is apparent. Any keys lying around can be stolen or misplaced. And loose keys in a jail can be a dangerous threat to jail security.

Aside from the obvious danger of possible escape arising from broken locks, there are other safety reasons for making sure that all broken keys or jammed locks are attended to immediately. Here is one reason you may not have considered:

> During a small fire inside a county jail, officers rushed to the fire extinguisher cabinets and found that neither of them could be unlocked because the keys were worn and bent. As a result of the delay in opening these cabinets, the fire destroyed a large part of one of the cellblocks before the fire department arrived. It was later revealed that one of the officers had been aware that the keys were in poor condition, but had forgotten to report the problem to the jail administrator.

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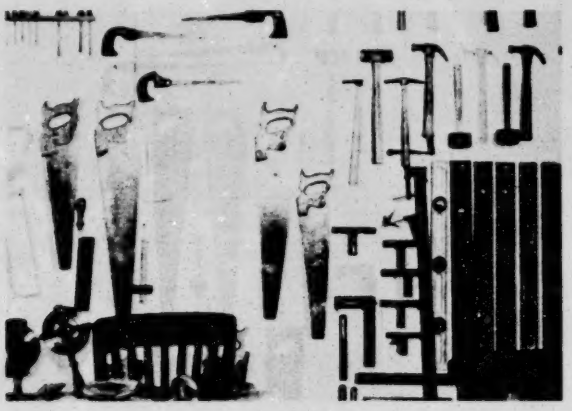
In jails where laundry equipment, kitchen equipment and various types of tools are used, strict control of equipment and tools is considered an important aspect of jail security. In many jails, the use of potentially dangerous tools is regulated by the use of a "shadowboard" like the one shown here:



On this shadowboard is painted the outline of each tool. Whenever a tool is removed, it is easy for jail officers to see what tool is missing and check the written record to see if a prisoner has signed out this tool or if it has been stolen. Naturally, if a tool is missing and has not been signed out, jail officers will probably find it necessary to conduct a shakedown—or cell search.

In many jails, tools such as bolt cutters, welding torches, large wrenches and screwdrivers are considered "hot" tools (and they are often painted red for easy identification). These tools are never issued to a prisoner for use inside the jail, and require close supervision when being used *outside* the jail by a prisoner.

Since many jails have kitchens where prisoners work, it is vital that any type of knife or other implement used in the kitchen be controlled by use of the shadowboard technique. It is essential that any officer in charge of the kitchen control the use and return of these items by keeping a detailed written record of the prisoner using the tool and the time it was issued to him. Again, discovery that a tool is missing usually precipitates a shakedown search by jail officers.

In jails where prisoners use tools regularly for various work assignments, the jail officer supervising the work, in addition to keeping an inventory of the tools in use, must be responsible for making sure that tools are handled properly by prisoners and that worn or broken tools are replaced with new ones. If you are ever in charge of work assignments in which tools are used, there are several things which you should do in order to control tool use. These things are:

1. See that all tools to be used are "signed out" and check each tool to see if it is in need of repair or replacement.

2. Make certain that prisoners know how to use the tools issued to them.

3. Make certain that prisoners using power tools or dangerous hand tools have been instructed in safety procedures.

4. Always supervise return of tools by prisoners so that missing tools will be noticed immediately.

Does your jail have an adequate system for tool control? If tools or other equipment are used in your jail, are each of the following procedures practiced by officers? If so, check the YES column after each procedure. If not, check the NO column.

	YES	NO
1. Careful record kept of all tools in use and storage in a central location (shadowboard, tool bin, or other)	☐	☐
2. Frequent inspections by an officer to determine need for repair or replacement of tools	☐	☐
3. Training provided for prisoners concerning proper use of tools	☐	☐
4. Training provided for prisoners concerning safety procedures to be used while operating power tools or dangerous hand tools	☐	☐

In a later chapter on Supervision, the process of administering sick call and the taking of drugs in your jail will be discussed in detail. However, it is also important that you realize the importance of keeping any supplies of medicine in the jail under careful control.

Accidental death, suicide, riots, and murder have all occurred in jails where prisoners have found opportunities to misuse medicine. Stealing from the jail drug supply is often too easy for prisoners eager to support a drug habit or to experience new, drug-induced sensations in order to escape the boredom of jail life.

TO PREVENT PRISONERS FROM STEALING DRUGS CAREFUL SECURITY AND CONTROL OF JAIL MEDICINE SUPPLIES MUST BE EXERCISED BY OFFICERS.

Naturally, all supplies of medicine should be kept in a *locked cabinet or safe*. But, in addition, careful records should be kept by officers which indicate the amounts of drugs purchased, amounts dispensed, and amounts on hand so that missing drugs will be noticed immediately. Also, a monthly inventory should be made by a jail officer and reviewed several times a year by the jail physician.

As you will see in the later chapter, the process of record-keeping is extremely important when administering drugs. And, along with the locked supply of medicine, jail officers should keep a careful, detailed record of the instructions given to them by the jail physician which describe how to give the drug, how often, under what conditions, and to whom.

Does your jail have provisions for carefully controlling the medicine supply? It does if you can answer YES to the following questions:

	YES	NO
1. Does your jail have a locked cabinet or safe where medicine is stored?	☐	☐
2. Do officers in your jail keep a careful record indicating the amounts of drugs purchased, amounts dispensed, and amounts on hand?	☐	☐
3. Is a regular inventory of the drug supply made by a jail officer and periodically checked by the jail physician?	☐	☐
4. Do officers in your jail carefully write down the physician's instructions describing how to give each drug, how often, under what conditions and to whom?	☐	☐

Does your jail have any of the following security equipment?
(Check YES or NO for each item)

	YES	NO
1. Tool-hardened steel	☐	☐
2. Non-corrosive, tool-hardened locking devices	☐	☐
3. Closed circuit TV	☐	☐
4. Metal detectors	☐	☐

Do you think that these security devices can replace jail officers in establishing jail security?

(turn page)

Answer:

Security equipment can never *replace* officers in establishing security in the jail. All of the security devices mentioned are excellent *aids* for the jail officer who cannot be everywhere at once. However, it is a serious mistake to think they can do your work for you.

Read the following examples of jails in which officers placed their confidence in security devices and did not follow a system of checking cell areas in person:

> In a jail equipped with bars and doors made of tool-hardened steel, two prisoners fashioned a saw out of a cord coated with a powdered, abrasive cleanser. They were able to successfully saw through the "tool-hardened" steel bars and escape before officers discovered their work.

> In a midwestern jail equipped with TV monitors, a prisoner was able to hide in a corner of his cell out of camera range. He successfully hanged himself in this corner and was unnoticed for several hours afterward.

> In a large county jail, a metal detector is used for searching prisoners so that officers will not have to spend time performing searches. The machine does not detect wood or plastic and a jail officer was later stabbed by a prisoner who had taped a plastic letter opener to his leg.

The examples given on the preceding page prove that: (choose one or more)

_____ 1. Security equipment serves only as a valuable aid to jail officers in establishing a secure jail.

_____ 2. Security equipment is often looked upon as a substitute for security checks by officers.

_____ 3. Security equipment is usually not worth the money it takes to buy it.

_____ 4. In jails where security equipment is present, there is no guarantee that prisoners cannot escape.

Turn page to check your answer . . .

Answer:

The correct answers are:

1. Security equipment serves as a valuable aid to jail officers in establishing a secure jail.
2. Security equipment is often looked upon as a substitute for security checks by officers.
4. In jails where security equipment is present, there is no guarantee that prisoners cannot escape.

If a serious fire began in your jail tomorrow, would you know what is expected of you in this type of emergency? Or, suppose a riot broke out, would you know what to do?

It is extremely important that each jail officer knows the plans for every type of emergency which could occur in his jail and in particular, he should know what *his* duties are in each type of emergency.

Naturally, plans for riots, fires and escapes differ considerably from each other. Also, all plans vary from jail to jail according to the architecture of the jail, the number of prisoners, etc.

To make sure that you know what to do in each of three kinds of emergency, see if you can answer the questions on the next page. If you cannot answer them, you should ask the jail administrator to help you find out what your duties are in each situation.

	In a riot emergency	In a fire emergency	In an escape emergency
When an emergency arises, who should you report to immediately?			
What are your specific duties in each type of emergency?			
What equipment should you use in each of these emergencies?			
Have you ever practiced using the equipment which you will be required to use in each type of emergency?			
Where is the necessary equipment for each type of emergency stored?			

If you were unable to fully answer each of the questions on the preceding page, it is very important that you ask for and receive some sort of training in preparation for these emergency situations. No jail is truly escape-proof, fire-proof, or riot-proof. And someday your ability to act quickly and correctly during an emergency might mean the difference between life and death.

Although you probably are not called upon regularly to transport prisoners from one jurisdiction to another, it is extremely important that you be thoroughly familiar with the procedures required by such an assignment. Transportation of prisoners is one of the most difficult and dangerous procedures a jail officer may ever be required to perform. Naturally, if you are familiar with the proper procedures, you can avoid some of the mistakes and tragedies that have been caused by carelessness or lack of training in the past.

Since the chances are that someday you will be required to escort a prisoner to another jurisdiction, read the next few pages carefully, keeping in mind the reasons why certain procedures must be followed. It would be impossible to discuss in this chapter all the differing procedures used by jurisdictions across the country to transport prisoners. For this reason it is *essential* that you receive additional instructions on the particular equipment and procedures used in your jurisdictions *before* undertaking such a duty.

- BEFORE PLACING RESTRAINT EQUIPMENT ON A PRISONER, MAKE A THOROUGH SEARCH FOR CONCEALED WEAPONS OR SHARP IMPLEMENTS

Some jail officers do not feel that a thorough search is necessary since the prisoner has been locked up and has little chance of carrying a weapon or other article. This can be a very dangerous assumption, since numerous escapes have taken place in circumstances where jail officers have *not* searched the prisoner who they are transporting. Read this example.

> While being transported by car to a federal penitentiary, a dangerous prisoner picked the lock on his handcuffs with a small sharpened metal clip from a ballpoint pen. As the car entered a highway tunnel, the prisoner lunged forward against the plexiglass shield behind the driver and, reaching between the seat and the doorpost, seized the officer's revolver and ordered him to turn off the highway. He then forced the officers at gunpoint to remove his leg manacles and proceeded to chain them to a tree. The prisoner then drove off in the official car.
>
> A subsequent investigation revealed that the officers had neglected to search the prisoner before placing the restraint equipment on him. The prisoner had been carrying the sharpened metal clip in his mouth ever since he had left the jail!

- NEVER ASSUME THAT HANDCUFFS AND OTHER RESTRAINING EQUIPMENT ARE ESCAPE-PROOF.

Countless accounts of successful escapes have pointed to the fact that restraint equipment is *never* escape-proof. Such seemingly harmless things as paper matches and ball point pen fillers have been successfully used by prisoners to pick the locks of handcuffs! Careful jail officers make *frequent checks* of all restraint equipment worn by prisoners to make sure that locks have not been picked or broken.

- DO NOT REVEAL DETAILS OF THE TRIP TO THE PRISONERS

An escorting officer should be careful not to tell prisoners what route they will be following, what stops or transfers they will be making, or what time they will arrive at the destination. The reasons for this are quite obvious; allowing the prisoner, or his friends, to know details in advance may be an invitation for the prisoner to make a well-planned escape.

- NEVER ALLOW THE PRISONER OUT OF YOUR SIGHT

Naturally, there are some exceptions to this rule. If the prisoner wishes to use the restroom enroute, you should first inspect the restroom to see if it has any other window or door exits. Naturally, if you are alone you should select one which has only one entrance and position yourself directly outside the entrance. However, if there are two officers escorting the prisoner, a restroom with two possible exits can be used, as long as officers are guarding both exits. Also, if the trip is a long one, and two of you are escorting the prisoner on a train, bus or plane, a good idea would be to arrange shifts so that one can sleep while the other officer is watching the prisoner.

- WHEN IT IS ABSOLUTELY NECESSARY TO CARRY A FIREARM WHILE ESCORTING A PRISONER, KEEP IT CONCEALED AND PROTECTED AT ALL TIMES.

Whenever an escorting officer is armed, it is a good idea for another *unarmed* officer to assist him. The unarmed officer should be the one who approaches the prisoner whenever necessary so that it will not be possible for the prisoner to seize the weapon.

- IF A PRISONER ESCAPES, CONTACT THE NEAREST LAW ENFORCEMENT AGENCY. DO NOT ATTEMPT TO FIND THE PRISONER YOURSELF.

The reasons for this rule are obvious. Much valuable time has been lost by officers attempting to find an escaped prisoner without help. Chances are that if the prisoner has escaped, he has already covered more ground than you could cover alone.

- DO NOT RELAX UNTIL YOU HAVE BEEN GIVEN AN OFFICIAL RECEIPT FOR DELIVERY OF THE PRISONER.

The prisoner is *your responsibility* until you have officially turned him over to another authority. A receipt is your guarantee that you are no longer responsible for this prisoner.

Note:

Since prisoners usually become tense and nervous when approaching the final destination, it is more likely that they will attempt an escape at the end of the trip. For this reason, officers should be *more alert* towards the end of the trip rather than more relaxed.

The rules which you have just studied are basic ones which apply in almost any situation where you might be escorting a prisoner. Even if you are escorting the prisoner only a few blocks, it is as important for you to follow these rules as it would be if you were traveling a distance of 5,000 miles with a prisoner.

Now that you have studied the rules for transporting prisoners, read about how two other officers transported a prisoner:

Officer John White and a new rookie, Kevin Slade, were assigned to transporting a dangerous prisoner to the Penitentiary 300 miles away. When they picked up the prisoner at the jail, he had already been put in the handcuffs, waist chain and leg irons by other officers. White was assigned to do the driving and Slade was assigned to guarding the prisoner in the back seat. The diagram shown on this page indicates the seating arrangement used in the car. Since both officers were right-handed, they wore their guns at their right sides so they could reach them quickly.

When the officers stopped for gas in a small town, the prisoner wanted to use the restroom. Slade escorted him to the door, watched the prisoner enter and then waited outside for him. White waited in the car.

Towards the end of the trip, the officers stopped at a drive-in restaurant for dinner. After dinner, seeing that the prisoner was dozing off, Slade said to White, "I'm going to take a short nap, let me know when we get there."

White and Slade were extremely lucky that they were not faced with an escape! Can you list all the things which the two men did incorrectly?

- BE SURE YOU HAVE GIVEN A FULL ANSWER

Turn page to check your answers . . .

Answer:

Your wording will be different, but your answer should include the following points:

- White and Slade did not make a thorough search of the prisoner before the restraint equipment was placed on him.
- Apparently, the two men never bothered to make checks of the restraint equipment *during* the trip either.
- The two men allowed the prisoner to get out of their sight without first checking to see how many possible exits there were in the restroom.
- Slade foolishly left his weapon on his right side where the prisoner could easily grab it. (Also, it was poor policy for both officers to be carrying guns; only one should have been armed).
- It was foolish of Slade to take a nap; especially towards the end of the trip when the prisoner might be more likely to try an escape. The prisoner might well have been *pretending* to sleep so that Slade would relax!

DON'T MAKE THESE MISTAKES—YOU MIGHT NOT BE AS LUCKY AS OFFICERS WHITE AND SLADE

When traveling by automobile, bus or train with a prisoner, it is the usual procedure to restrain him with handcuffs, a waist chain and leg irons. And you should remove these restraints only when necessary during a rest stop or when when you are unable to eat in the car and do not wish to frighten people and embarrass the prisoner unnecessarily. Naturally, safety requirements require that the prisoner *never* be chained to the inside of a moving vehicle since he would be trapped and helpless in an accident.

However, when transporting a prisoner by airplane, Federal Aviation Agency safety regulations forbid the use of any type of restraint. Although escape from an airplane in flight is usually not a possibility, it has been proven that hijacking *is* possible. Therefore an escorting officer must closely supervise the movements of a prisoner on an airplane.

Recently, an escorting officer permitted a prisoner to go alone to the restroom, assuming that the man could make no attempt to escape. Upon leaving the restroom, the prisoner held a knife at the throat of the nearest stewardess and demanded that she direct the pilot to fly the plane to Cuba. He was later overpowered by the officer and several passengers.

No doubt this unpleasant incident would have been avoided if the escorting officer had stayed with the prisoner and had waited at the door of the restroom ready to escort the man back to his seat.

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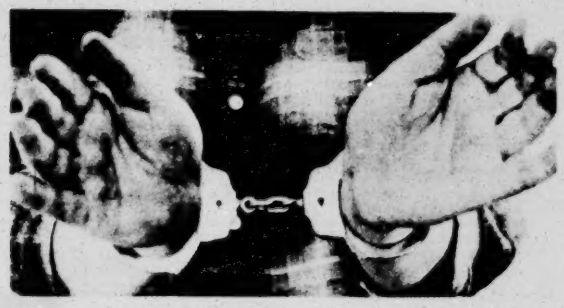
When you must apply restraints to prisoners, do you know how to *properly* use each type of device? This section was designed to remind you of the right and wrong ways to apply restraint equipment.

CORRECT USE OF HANDCUFFS



Cuffs "deadlocked"
(deadlocking device pushed into place with pin until "click" is heard)

SNUG FIT
(enough room for good circulation, but not so loose they can be slid over the hand)

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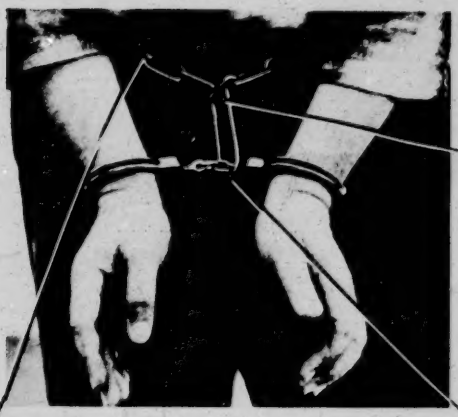
CORRECT USE OF WAIST CHAINS

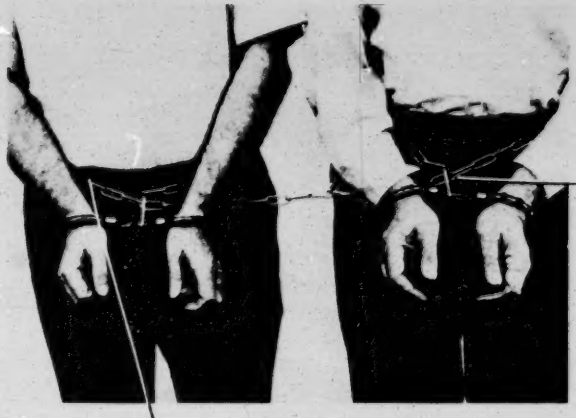


Snap link pulled through large link to *snug* fit.

Handcuffs attached to chain.

Chain encircling prisoner's waist and *pulled through belt loops*

DOUBLE WAIST CHAINS



Handcuffs attached to chain.

Chain passed through belt loops.

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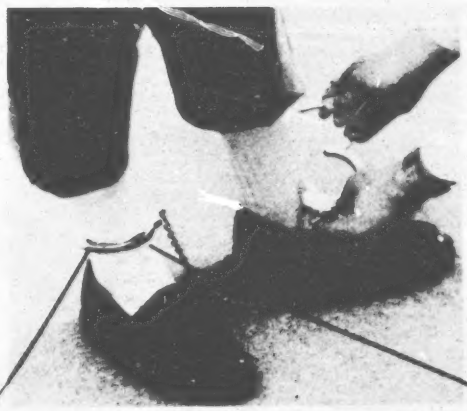
LEG IRONS



Cuffs "deadlocked" (dead-locking device pushed into place with pin until "click" is heard).

Cuffs attached *over* socks or trousers.

Cuffs adjusted to snug fit, (enough room for good circulation but not so loose they can be slid over foot).

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Can you identify what has been done wrong in each of the pictures here? Write your answers under each picture in the space provided:

1. _____

2. _____

3. _____

Turn page to check your answers . . .

Answer:

1. The handcuffs in this picture have not been attached to the prisoner's waist chain and chain has not been pulled through belt loops.
2. In this picture, the waist chain is too loose *and* has not been pulled through the prisoner's belt loops.
3. These handcuffs are much too loose. They should be fitted more tightly, but not so tightly that they pinch the prisoner's skin or cut off his blood circulation.

SUMMARY
OTHER PROCEDURES

Frisk Search:

Purpose—to detect hidden contraband

Requirements—

- Must be systematic and orderly so that no steps are missed
- Must be done with care and attention
- Must be conducted where other prisoners not likely to be present

Steps—

- Require prisoner to remove all items in pockets
- Require prisoner to stand still with feet apart and arms extended
- Run prisoner's shirt collar between fingers
- Run hands over shoulders and under armpits; cup hands over one arm and run down to cuffs
- Repeat on other arm
- Run hands down shirt front, checking pocket and stopping at beltline
- Run fingers around inside of waistband
- Run hands down prisoner's buttocks
- Run hands down leg, checking trouser cuff at end
- Repeat process on other leg
- Run hands over the prisoner's lower abdomen and crotch
- Check shoes if desired

Note: For female frisk search, review pages 127 through 133.

Cell Search:

Purpose—to discover contraband in the cells

Steps—

- Move prisoners out of area to be searched
- Remove all blankets, covers, and sheets from bed and examine them closely
- Closely examine the mattress
- Inspect bottoms of all furniture
- Inspect bottoms of washbasin and toilet
- Remove drains and grills and inspect carefully
- Probe inside faucets, drains and openings in cell door tracks
- Perform other close inspections such as:
  - —examining books carefully
  - —examining all personal letters and papers and their envelopes for small hidden articles
  - —examining all cigar boxes or other containers for false bottoms and compartments
  - —unscrewing all light bulbs to examine sockets
  - —examining all small articles (ie. spools of thread)

Things to remember—LEAVE THE CELL AS NEAT AS IT WAS WHEN YOU BEGAN THE SEARCH

Security Inspections:

Purpose—to detect lapses in security equipment

How often—should be performed more often than cell searches

Steps—

- Examine bars to see if they have been cut
- Examine locking lugs to see if they have been jammed
- Examine glass panels and protective screens to see if they have been loosened
- Examine all other security devices

Prisoner counts:

Purpose—to account for the presence of every prisoner in the jail *regularly*

Rules—

- If only one officer is performing count; prisoners must be locked in cells for count
- If two officers are making count; prisoners can be in orderly line, *standing still*
- Officer must make sure he *sees* each prisoner he counts
- Officer must *not* use roll call count or base count on the number of meals eaten
- Trusties or other prisoners must *not* be allowed to perform counts
- Interruptions must be prohibited during count

Weapons:

WEAPONS OF ANY KIND DO *NOT* BELONG IN THE JAIL

Procedures for storing weapons:

- Must be storage area outside security area of the jail
- No visiting officers should be allowed into jail without removing their weapons outside of security area
- Keys to weapons storage area must be kept hidden in a secure area

Key Control:

Rules—

- Never allow trusty or other prisoners to handle keys
- Never leave keys lying around in the jail
- Keep keys *covered* at all times
- Never carry keys for both inside and outside doors at the same time
- Always report any broken or malfunctioning keys or locks immediately to the proper person

Tool Control:

Things to remember

- See that all tools to be used are signed out and check each tool to see if it is in need of repair
- Make certain that prisoners know how to use tools issued to them
- Make certain prisoners know safety procedures when using power tools or dangerous hand tools
- Supervise return of tools by prisoners to make certain all are returned

Control of Drugs and Medicine:

Procedures to follow

- Keep medicine stored in locked cabinet or safe
- Keep careful records indicating amounts of drugs purchased, dispensed and on hand
- Keep physicians' instructions for use of drugs and medications on file

Emergency Procedures:

Turn to page 187 and study chart which outlines your specific duties in jail emergencies

Transporting Prisoners:

Rules—

- Make thorough search before placing restraint equipment on prisoner
- Never assume hand restraint equipment is fool-proof
- Do not reveal details of the trip to prisoners
- Never allow the prisoner out of your sight
- If absolutely necessary to carry a weapon, keep it concealed and protected at all times
- If prisoner escapes, contact nearest law enforcement agency
- Do not relax until prisoner is delivered and you have received an official receipt

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